

14 June 2017

## **CABINET – 26 JUNE 2017**

A meeting of Cabinet will be held at 5.30 pm on Monday 26 June 2017 in the Council Chamber, Town Hall, Rugby.

Adam Norburn  
Executive Director

### **A G E N D A**

#### **PART 1 – PUBLIC BUSINESS**

1. Minutes.

To confirm the minutes of the meeting held on 5 June 2017.

2. Apologies.

To receive apologies for absence from the meeting.

3. Declarations of Interest.

To receive declarations of –

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

***Note: Members are reminded that they should declare the existence and nature of their interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Member must withdraw from the room unless one of the exceptions applies.***

***Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.***

4. Question Time.

Notice of questions from the public should be delivered in writing, by fax or e-mail to the Executive Director at least three clear working days prior to the meeting (no later than Tuesday 20 June 2017).

**Growth and Investment Portfolio**

5. The asset transfer of Brownsover Youth Hut.

**Corporate Resources Portfolio**

6. Finance and Performance Monitoring 2016/17 – Year End.

7. Appointments to Working Parties 2016/17 (report to follow).

**Communities and Homes Portfolio**

Nothing to report to this meeting.

**Environment and Public Realm Portfolio**

8. Formal Protection of open spaces in New Bilton.

9. Public Space Protection Orders – Dog Control.

**The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report**

10. Members' Allowances 2016/17.

11. Treasury Management 2016/17 – Annual Report.

12. Driving Assessments for Dual Driver's Licences.

13. Mandatory Safeguarding Training for Hackney Carriage and Private Hire Drivers.

14. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of information defined in paragraphs 2 and 3 of Schedule 12A of the Act.”

**PART 2 – EXEMPT INFORMATION**

**Growth and Investment Portfolio**

Nothing to report to this meeting

**Corporate Resources Portfolio**

Nothing to report to this meeting.

## **Communities and Homes Portfolio**

Nothing to report to this meeting.

## **Environment and Public Realm Portfolio**

Nothing to report to this meeting.

**The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report**

1. Write Offs.
2. Exemption to Contract Standing Orders – Cremator Maintenance at Rainsbrook Crematorium.

***Any additional papers for this meeting can be accessed via the website.***

The Reports of Officers (Ref. CAB 2017/18 – 2) are attached.

### **Membership of Cabinet:**

Councillors Stokes (Chairman), Mrs Crane, Mrs Parker, Ms Robbins and Mrs Timms.

### **CALL- IN PROCEDURES**

*Publication of the decisions made at this meeting will normally be within three working days of the decision. Each decision will come into force at the expiry of five working days after its publication. This does not apply to decisions made to take immediate effect. Call-in procedures are set out in detail in Standing Order 15 of Part 3c of the Constitution.*

***If you have any general queries with regard to this agenda please contact Claire Waleczek, Senior Democratic Services Officer (01788 533524 or e-mail [claire.waleczek@rugby.gov.uk](mailto:claire.waleczek@rugby.gov.uk)). Any specific queries concerning reports should be directed to the listed contact officer.***

*If you wish to attend the meeting and have any special requirements for access please contact the Democratic Services Officer named above.*

**AGENDA MANAGEMENT SHEET**

|                                       |  |
|---------------------------------------|--|
| <b>Report Title:</b>                  | The asset transfer of Brownsover Youth Hut   |
| <b>Name of Committee:</b>             | Cabinet  |
| <b>Date:</b>                          | 26 June 2017   |
| <b>Report Director:</b>               | Head of Growth and Investment  |
| <b>Portfolio:</b>                     | Growth and Investment  |
| <b>Ward Relevance:</b>                | Brownsover   |
| <b>Prior Consultation:</b>            | Senior Management Team Report  |
| <b>Contact Officer:</b>               | Tom Kittendorf   |
| <b>Public or Private:</b>             | Public   |
| <b>Report subject to Call-In:</b>     | No   |
| <b>Report En-Bloc:</b>                | No   |
| <b>Forward Plan:</b>                  | No   |
| <b>Corporate Priorities:</b>          | <p>This report relates to the following priority(ies):</p> <p><b>PEOPLE</b> - Provide leisure facilities and support independent and healthy living.<br/><b>COUNCIL</b> – Engage in partnerships to meet local needs, reduce costs and increase efficiency</p> |
| <b>Statutory / Policy Background:</b> | None   |
| <b>Summary:</b>                       | None   |
| <b>Financial Implications:</b>        | Corporate Property estimation of £4,150 to ensure the building is fit for purpose  |

|                                      |  |
|--------------------------------------|--|
| <b>Risk Management Implications:</b> | Withdrawal of services in Brownsover could result in part grant funding from Orbit Housing being reclaimed   |
| <b>Environmental Implications:</b>   | None   |
| <b>Legal Implications:</b>           | None   |
| <b>Equality and Diversity:</b>       | None   |
| <b>Options:</b>                      | <p>Option 1: To accept the asset transfer of the Brownsover Youth Hut and consequently lease to Brownsover Community Association for its day to day operation.</p> <p>Risks: The building becomes unfit for purpose or insufficient numbers of young people attending the facility to remain viable.</p> <p>Benefits: Reduction in antisocial behaviour, as well as providing young people with better life choices through training and workshops.</p> <p>Option 2: Do not accept the asset transfer of the Brownsover Youth Hut facility.</p> <p>Risks: Increase in antisocial behaviour. Lack of community cohesion and a negative perspective from young people about their community.</p> <p>Benefits: None</p> |
| <b>Recommendation:</b>               | <p>(1) Rugby Borough Council accepts the asset transfer of the Brownsover Youth Hut from the YMCA;</p> <p>(2) a one off supplementary General Fund revenue budget in 2017/18 of £4,150 for remedial works to be carried out to the building be approved; and</p>   |

(3) the Youth Hut be leased to the Brownsover Community Association for day to day operation and associated running costs.

**Reasons for Recommendation:**

Endorsement of these recommendations will increase service efficiency and ensure the service is fit for future growth.

**Cabinet – 26 June 2017**

**The asset transfer of Brownsover Youth Hut**

**Report of the Head of Growth and Investment**

**Recommendation**

- (1) Rugby Borough Council accepts the asset transfer of the Brownsover Youth Hut from the YMCA;
- (2) a one off supplementary General Fund revenue budget in 2017/18 of £4,150 for remedial works to be carried out to the building be approved; and
- (3) the Youth Hut be leased to the Brownsover Community Association for day to day operation and associated running costs.

**Introduction**

The Brownsover Youth Hut is currently owned by the YMCA who removed their youth provision service from Brownsover in December 2015. They have proposed an asset transfer of the Youth Hut to Rugby Borough Council (RBC) as a 'gift' to reduce their asset list and ultimately, financial responsibility for a building they no longer utilise.

The Youth Hut is situated on Rugby Borough Council land, therefore, in partnership with Brownsover Community Association (BCA), it is proposed Rugby Borough Council accept ownership of the building and lease it to Brownsover Community Association for the ongoing running of the building.

The building is however, currently in need of essential maintenance and inspection to ensure it is fit for purpose. Rugby Borough Council's Corporate Property department have inspected the building and estimated initial costs of £4,150 to complete these remedial works.

The Association would then assume full financial responsibility for the building and operate it accordingly under a full repair and maintenance lease.

The development of the BYH will enable the On Track team to engage with essential youth activity following a successful funding application to Orbit Housing. The On Track team have been commissioned for 2 years youth work in the Brownsover area, with a focus on; reducing anti-social behaviour & malnutrition, targeting difficult to reach young people and providing alternative activities and programmes to equip them to better interact with their wider community. The Youth Hut is to play a pivotal role in the delivery of youth services and includes approximately £1,500 hire costs in the allocated Orbit funding.

On Track has previously engaged in Brownsver during its time as Positive Futures up until 2012, and specific use of the Youth Hut May 2015 to December 2015. Delivering a number of sport and youth club activities the work was recognised by the Community Safety Partnership, Orbit Housing and Brownsver Community Association as being instrumental in the reduction of anti-social behaviour.

Orbit Housing approached On Track in order to re-engage with their residents to help to reduce anti-social behaviour which is taking place in and around Orbit housing stock. The outcomes of this particular project have led to nomination for a national award across the Orbit housing community programmes.

The Youth Hut is key to the delivery of targeted youth provision in Brownsver and will ensure continued engagement in the area.

### **Financial Implications (Rugby Borough Council)**

The Corporate Property team have assessed the building and submitted the costings to make the building fit for use:-

| <b>Remedial Action</b>            | <b>Cost</b>   |
|-----------------------------------|---------------|
| Asbestos survey                   | £500          |
| Electrical inspection and repairs | £450          |
| Fire, emergency lights etc        | £450          |
| Handrail                          | £800          |
| Heating                           | £850          |
| Hot water                         | £500          |
| Re-glazing                        | £600          |
| <b>Total</b>                      | <b>£4,150</b> |

### **Financial Implications (Brownsver Community Association)**

Under a lease agreement, BCA will become responsible for the ongoing utilities and maintenance costs to ensure the integrity of the Youth Hut is maintained. Corporate Property have provided initial projections towards annual costs of:

| <b>Item</b>          | <b>Cost</b>  |
|----------------------|--|
| Business Rates       | £2,030 per annum (subject to BCA applying for Discretionary Rate Relief) |
| Repair & Maintenance | £1,500 per annum   |
| Utilities            | £2,000 per annum (estimated)   |
| Cleaning             | £468 per annum   |
| Insurance            | £TBC   |
| <b>Total</b>         | <b>£5,998 per annum</b>  |

### **Potential Future Cost**

It is anticipated that the building will eventually require removal from Council land, however, there is no expectation of this in the immediate future. Cabinet should



therefore note the Council is taking responsibility for an estimated £2,000 additional potential removal costs at an undetermined point in the future.

## **Conclusion**

The YMCA are no longer able to provide their youth service from Brownsover Youth Hut and have offered to 'gift' the building to Rugby Borough Council as it is situated on Council land.

It is apparent that the Brownsover community has suffered as a result of the loss of youth provisions. Information from Orbit Housing, Brownsover Community Association and the Community Safety Partnership has highlighted an increase in anti-social behaviour and crime related activities in specific hot spot areas. Some of these hot spots are within Orbit Housing accommodation buildings, which have led to complaints from other tenants hence Orbit Housing approaching RBC's On Track inclusion service. Orbit Housing have commissioned On Track to deliver targeted youth work surrounding their housing stock, and have allocated funding to the hire of the facility to the approximate amount of £1,500.

As well as the delivery of On Track's youth related activities, it is envisaged that the newly reopened Youth Hut could have the potential to become a multi used space providing Brownsover community with a number of additional services. On Track will work with Compass to address issues surrounding substance and alcohol misuse as this is an area of work which has been highlighted as a need for this area. There will be a Job Club and re-focus sessions to help those seeking employment, thus reducing the number of NEET (not in education, employment or training) young people. PCSO's would be able to drop in to On Track sessions in order to improve relationships between the Police and young people. On Track will look to offer accredited learning courses and volunteering opportunities in addition to raising awareness of healthy lifestyle options and equipping young people with life skills. This multi-faceted approach will offer young people a wide range of services, aiming to address many of the underlying issues and to improve cohesion with the wider Brownsover community.

In making this decision Cabinet should note the eventual long term disposal of the structure and removal from Council land. There is no predicted timeframe for the building lifespan but costs would be incurred to dismantle and remove the structure. Officers are of the view that the community benefit provided by this facility outweighs this longer term liability.

Name of Meeting: Cabinet  
Date of Meeting: 26 June 2017  
Subject Matter: Asset Transfer of Brownsover Youth Hut  
Originating Department: Growth and Investment

**List of Background Papers**

There are no background papers relating to this item.

## Agenda No 6

### **AGENDA MANAGEMENT SHEET**

|   |  |
|---|--|
| <b><i>Name of Meeting</i></b>           | Cabinet  |
| <b><i>Date of Meeting</i></b>           | 26 <sup>th</sup> June 2017   |
| <b><i>Report Title</i></b>              | Finance & Performance Monitoring 2016/17 – Year-End  |
| <b><i>Portfolio</i></b>                 | All Portfolios   |
| <b><i>Ward Relevance</i></b>            | All Wards  |
| <b><i>Prior Consultation</i></b>        | Finance & Performance Monitoring 2016/17 – Quarter 3 Cabinet 6 <sup>th</sup> February 2017,<br>Finance & Performance Monitoring 2016/17 – Quarter 2 Cabinet 28 <sup>th</sup> November 2016,<br>Finance & Performance Monitoring 2016/17 – Quarter 1 Cabinet 5 <sup>th</sup> September 2016 |
| <b><i>Reporting Director</i></b>        | Resources  |
| <b><i>Contact Officer</i></b>           | Mannie Ketley - Head of Corporate Resources & Chief Financial Officer<br>Tel: (01788) 533416   |
| <b><i>Report Subject to Call-in</i></b> | Yes  |
| <b><i>Report En-Bloc</i></b>            | No   |
| <b><i>Forward Plan</i></b>              | Yes  |
| <b><i>Corporate Priorities</i></b>      | This report relates to the following priority(ies):<br><br>All Council Priorities  |

|  |  |
|--|--|
| <b><i>Risk Management Implications</i></b> | This report is intended to give Cabinet an overview of the Council's spending and performance position for 2016/17 to inform future decision-making. |
| <b><i>Financial Implications</i></b>       | As detailed in the main report.  |
| <b><i>Environmental Implications</i></b>   | There are no environmental implications arising from this report.  |
| <b><i>Legal Implications</i></b>           | There are no legal implications arising from this report.  |
| <b><i>Equality and Diversity</i></b>       | No new or existing policy or procedure has been recommended.   |

***Recommendation***

- 1) The Council's financial position for 2016/17 be considered;
- 2) A General Fund revenue budget of £3,000 to be approved for 2017/18 only, to complete the Community Safety Partnership three-year plan to be funded from underspends identified in 2016/17;
- 3) A General Fund revenue budget of £40,500 be approved for 2017/18 only, to partially fund patching and repainting lines in the Council's car parks, to be funded from underspends identified from the 2016/17 Miscellaneous Highways budget.

**IT BE RECOMMENDED TO COUNCIL THAT:**

- 4) The 2016/17 transfers to General Fund earmarked reserves, as detailed at Appendix 2, be approved;
- 5) The 2016/17 £52,000 to the HRA sheltered accommodation reserve be approved;
- 6) A 2016/17 HRA revenue budget virement of £353,810 from Supervision & Management to the HRA Savings Target be approved;

- 7) A 2016/17 HRA revenue budget virement of £447,120 from Amounts Set Aside for the Repayment of Debt to the HRA Savings Target be approved;
- 8) Supplementary General Fund revenue expenditure budgets totalling £183,770 and income budgets of £50,900 be approved for 2017/18 as a result of budget carry forwards from 2016/17 (see section 2.2);
- 9) Supplementary capital budgets be approved for 2017/18 as a result of budget carry forwards from 2016/17 as follows:
  - a. General Fund capital £1,196,690
  - b. Housing Revenue Account capital £420,170;
- 10) A 2017/18 General Fund salary budget virement of £72,390 to Customer Support Services from Work Services Unit following a successful trial period be approved;
- 11) Performance summary and performance data included in Appendix 5 be considered and noted.

Cabinet – 26<sup>th</sup> June 2017

Finance & Performance Monitoring 2016/17 – Year-End

Report of the Head of Resources & Head of Business Transformation

**RECOMMENDATION**

- 1) The Council's financial position for 2016/17 be considered;
- 2) A General Fund revenue budget of £3,000 to be approved for 2017/18 only, to complete the Community Safety Partnership three-year plan to be funded from underspends identified in 2016/17;
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  - a. General Fund capital £1,196,690
  - b. Housing Revenue Account capital £420,170;
- 10) A 2017/18 General Fund salary budget virement of £72,390 to Customer Support Services from Work Services Unit following a successful trial period be approved;
- 11) Performance summary and performance data included in Appendix 5 be considered and noted.

## 1. INTRODUCTION

This report sets out the financial and performance year-end position for 2016/17 for both revenue and capital for the General Fund (GF) and Housing Revenue Account (HRA). Members should note that the financial figures may be subject to change until the audit of the accounts is completed, however, it is not expected that any major amendments having an impact on the Council's overall revenue financial position for 2016/17 will emerge.

The key sections of the report are laid out as follows:

- General Fund (GF) Revenue Budgets - Section 2.1 & 2.2 and Appendix 1;
- General Fund (GF) Reserves and Balances – Section 2.5 and Appendix 2
- Housing Revenue Account (HRA) Revenue Budgets - Section 3 and Appendix 3;
- Capital Budgets - Section 4 and Appendix 4;
- Performance – Section 5 and Appendix 5

Throughout the report, from a financial perspective, adverse variances to budget, expenditure overspends and income shortfalls, are shown as positive values (+). Favourable variances, such as expenditure underspends and additional income, are shown as negative values (-).

## 2. GENERAL FUND (GF) REVENUE BUDGETS:

### 2.1 Key Messages

In 2016/17 the Council had total Portfolio expenditure of £15,166,990 against a revised budget, of £15,570,000 resulting in an underspend of **-£403,010**.

Officers have requested that **+£136,870** of the underspend on portfolio budgets be carried forward to 2017/18, leaving a net underspend of **-£266,140**.

The Council's overall variance on the 2016/17 budget, after considering corporate items and reserve transfers, is an underspend of **-£388,040** compared to revised budgets.

Included within this year-end position is the **-£82,830** overachievement of the Council's annual revised corporate savings target of £405,000, as a result of greater efficiencies achieved throughout the year.

## 2.2. Major Variances

General Fund revenue services show a net underspend to outturn of **£266,140**. This amount is made up of a total in year variance -£403,010 and £136,870 carry forwards into 2017/18.

This table below identifies the key GF revenue budget variances and carry forward requests by Portfolio and Service area.

| Portfolio                     | Variance/Carry Forward Requests |                            |                   |  |
|-------------------------------|---------------------------------|----------------------------|-------------------|--|
| Growth and Investment         |                                 |                            |                   |  |
| Service                       | Over / Under spend<br>£         | Carry Forward Request<br>£ | Net Variance<br>£ | Comments   |
| Planning Services             | -29,120                         | 0                          | -29,120           | Salary savings and grant funding has resulted in a variance in the service.<br><br>An overachievement of planning income, against budget, of £191,870 has been transferred into the Budget Stability Reserve to mitigate future budget volatility.   |
| Economic Development          | -89,140                         | +73,000                    | -16,140           | The variance mainly relates to extension to the completion of the Local Plan timeframe, plus small salary savings and other minor underspends across the service.<br><br>A total of £73,000 is requested to be carried forward to complete the Local Plan & Community Infrastructure Levy programme. |
| Hall of Fame                  | +215,970                        | 0                          | +215,970          | Variance relates to sponsorship income which will not been recognised until future years.  |
| Town Centre Improvements      | -69,400                         | +69,400                    | 0                 | Town Centre Improvement work has been deferred until 2017/18.<br><br>A carry forward of the underspends of £69,400 is requested to cover the cost of deferred work.  |
| Town Centre CCTV & Management | -55,530                         | 0                          | -55,530           | A revision of contract payments has resulted in a saving for the service. Budgets have been adjusted for 2017/18 to reflect this saving.   |
| Other budget variances        | +1,750                          | 0                          | +1,750            |  |
| <b>Sub-total</b>              | <b>-25,470</b>                  | <b>+142,400</b>            | <b>+116,930</b>   |  |

Positive Figures (+): Overspend/Underachievement of income  
Negative Figures (-): Underspend/Additional income



| <b>Corporate Resources</b>              |  |  |                               |   |
|---|--|--|-------------------------------|---|
| <b>Service</b>                          | <b>Over/<br/>Under<br/>spend<br/>£</b> | <b>Carry<br/>Forward<br/>Request<br/>£</b> | <b>Net<br/>Variance<br/>£</b> | <b>Comments</b>   |
| Corporate Property Administration       | +36,800                                | 0  | +36,800                       | Mainly due to additional repairs and maintenance at the Benn Hall (£8,000) and the Leisure Centre (£12,000), in an overspend on salaries of £19,000.  |
| Council Tax & Business Rates Collection | +25,830                                | 0  | +25,830                       | Additional expenditure on the Analyse Local System has been recognised in the service. However, this expenditure will be more than offset by the additional Business Rate & Council Tax income in future years.   |
| Legal Services                          | -29,710                                | 0  | -29,710                       | Greater income generated from legal work for third parties, including Section 106, Tree Preservation Orders and Deeds of Variation, has resulted in a greater level of income to the service.<br><br>Due to the ad-hoc nature of these requests, this income has not yet been incorporated into the 2017/18 budget. |
| General Financial Services              | +49,020                                | 0  | +49,020                       | Subscription to West Midland Combined Authority (£25,000) as reported at Council, additional brokerage fees (£14,000) due to investments and higher than anticipated card payment surcharge fees.   |
| Resources                               | -18,260                                | 0  | -18,260                       | Various variances included within the services under this heading; including salary underspends in Corporate Assurance & Improvement and Human Resources.   |
| Housing Benefit Payments                | -26,700                                |  | -26,700                       | Reduction in Housing Benefit Payments due to the roll out of Universal Credit, offset by a increase in the proportion of payments that do not attract 100% subsidy.   |
| Other budget variances                  | -6,300                                 | 0  | -6,300                        |   |
| <b>Sub-total</b>                        | <b>+30,680</b>                         | <b>0</b>                                   | <b>+30,680</b>                |   |

Positive Figures (+): Overspend/Underachievement of income  
Negative Figures (-): Underspend/Additional income

| <b>Environment and Public Realm</b> |  |  |                               |   |
|-------------------------------------|--|--|-------------------------------|---|
| <b>Service</b>                      | <b>Over/<br/>Under<br/>spend<br/>£</b> | <b>Carry<br/>Forward<br/>Request<br/>£</b> | <b>Net<br/>Variance<br/>£</b> | <b>Comments</b>   |
| Cemeteries                          | -40,220                                | 0  | -40,220                       | The service has received higher than expected burial and licence income.  |
| Safety and Resilience               | -3,700                                 | +3,700                                     | 0                             | A budget carry forward of £3,700 is requested to complete Emergency Planning Training that had been delayed due to the Senior Management Restructure.   |
| Miscellaneous Highway Services      | -39,590                                | 0  | -39,590                       | Inspection work on the Great Central Way Bridges has been delayed to coincide with Warwickshire County Council works.<br>This budget, does not need to be carried forward as there is sufficient funding in the 2017/18 budget. Therefore, it is proposed that this underspend be used to fund car park repairs in 2017/18, as per recommendation 3.  |
| Waste Collection & Recycling        | -190,710                               | 0  | -190,710                      | Underspends of £118,000 on the service have arisen due to an increase in the market price for recycled materials, resulting in lower than anticipated Recycling gate fee charges.<br>Savings have not yet been recognised in 2017/18 due to the volatility in the market for recycled materials.<br>Further savings have been achieved through additional receipts from housing developers purchasing domestic bins for new housing developments. |
| Regulatory Services                 | -93,600                                | +4,200                                     | -89,400                       | The underspend mainly relates to salary underspend due to the service restructure.<br>A carry forward of £4,200 is requested to allow additional training to be undertaken after the recent turnover of staff.  |
| WSU - restructure                   | +112,250                               | 0  | +112,250                      | The adverse variance relates to one-off restructure costs, that will provide long-term savings for the Council.   |
| WSU – capital scheme contributions  | +50,900                                | -50,900                                    | 0                             | Due to delays in the completion of capital schemes, a carry forward of -£50,900 is requested for capital contributions that will be made towards salaries in 2017/18  |
| WSU - other                         | -115,480                               | 0  | -115,480                      | Includes £50,000 additional income from expansion of Trade Waste service.   |
| Other budget variances              | -21,320                                | 0  | -21,320                       |   |
| <b>Sub-total</b>                    | <b>-341,470</b>                        | <b>-43,000</b>                             | <b>-384,470</b>               |   |

Positive Figures (+): Overspend/Underachievement of income  
Negative Figures (-): Underspend/Additional income

| <b>Communities and Homes</b>    |  |  |                               |  |
|---------------------------------|--|--|-------------------------------|--|
| <b>Service</b>                  | <b>Over/<br/>Under<br/>spend<br/>£</b> | <b>Carry<br/>Forward<br/>Request<br/>£</b> | <b>Net<br/>Variance<br/>£</b> | <b>Comments</b>  |
| Customer & Information Services | -27,890                                | 0  | -27,890                       | Annual maintenance costs for the Oneserve contract were budgeted in 2016/17, but did not become payable until 2017/18.   |
| Equality and Diversity          | -7,000                                 | +7,000                                     | 0                             | A carry forward of £7,000 is requested to meet the cost of the Equality and Diversity Peer Review that had been delayed until May by the Local Government Association.   |
| Customer Support Services       | -23,620                                | 0  | -23,620                       | Variance mainly relates to salary vacancies (£6,000) and savings in Stationery, Photocopying, DSE Equipment and Printing costs (£16,000), plus other smaller underspends across the service.<br><br>These savings have been reflected in the budgets that have been set for 2017/18.   |
| Housing Options Team            | +51,850                                | 0  | +51,850                       | Increased costs of temporary accommodation due to a rise in demand. New Universal Credit procedures means the Council is unable to recover the level of income of the previous Housing Benefit Subsidy system.<br><br>This has been addressed for 2017/18 budget requirements and it is anticipated, that as a result of the Private Sector Leasing scheme, Bed & Breakfast spend will reduce in 2017/18 by over £125,000. |
| Community Grants                | -37,250                                | 0  | -37,250                       | Variance relates to grant allocations which have either not met the criteria or are no long required.  |
| Central Telephone Service       | -14,850                                | 0  | -14,850                       | Saving from renegotiated telephone contracts.<br><br>The resultant savings in 2017/18 are earmarked for a handset replacement programme.   |
| Other budget variances          | +34,750                                | 0  | +34,750                       |  |
| <b>Sub-total</b>                | <b>-24,010</b>                         | <b>+7,000</b>                              | <b>-17,010</b>                |  |

Positive Figures (+): Overspend/Underachievement of income  
Negative Figures (-): Underspend/Additional income

| Executive Directors Office            |                              |                                  |                      |   |
|---------------------------------------|------------------------------|----------------------------------|----------------------|---|
| Service                               | Over/<br>Under<br>spend<br>£ | Carry<br>Forward<br>Request<br>£ | Net<br>Variance<br>£ | Comments  |
| Civic Responsibilities                | -19,960                      | +20,470                          | +510                 | A carry forward in 2015/16 has largely been unused and is now requested to be approved again to cover Civic events (£13,880) to be held in 2017/18 and also training (£6,590) that has been delayed from 2016/17. |
| Electoral Services                    | -25,930                      | +10,000                          | -15,930              | The cost of Borough Elections in 2016/17 were lower than anticipated.<br>A carry forward of £10,000 is requested as a contribution towards staffing resources for the General Election in 2017/18.                |
| Other budget variances                | +3,150                       | 0                                | +3,150               |   |
| <b>Sub-total</b>                      | <b>-42,740</b>               | <b>+30,470</b>                   | <b>-12,270</b>       |   |
| <b>Portfolio Expenditure Subtotal</b> | <b>-403,010</b>              | <b>+136,870</b>                  | <b>-266,140</b>      |   |

Positive Figures (+): Overspend/Underachievement of income  
Negative Figures (-): Underspend/Additional income

| Other Corporate Items                |  |  |                 |  |
|--------------------------------------|--|--|-----------------|--|
| Net Cost of Borrowing                |  |  | -93,660         | Through prudent management of our investment portfolio our income has exceeded budget. In particular, the Council's longer term investments, such as Property Funds and Corporate Bonds, continue to perform well. |
| Minimum Revenue Provision (MRP)      |  |  | +23,800         | Variance relates to additional expenditure on Open Spaces (Parkfield Road) and Corporate Property Enhancements in 2015/16 against forecast.  |
| Overachievement of Corporate Savings |  |  | -84,030         | See section 2.3 below  |
| Retained Business Rates              |  |  | +50,480         | See section 2.4 below  |
| Other                                |  |  | -18,490         | Mainly relates to additional government grant  |
| <b>Sub-total</b>                     |  |  | <b>-121,900</b> |  |
| <b>Net Variance</b>                  |  |  | <b>-388,040</b> |  |

Positive Figures (+): Overspend/Underachievement of income  
Negative Figures (-): Underspend/Additional income

## 2.3 Corporate Savings

In November 2016 the annual £200,000 Corporate Savings target was revised upwards to £404,800 to facilitate the financing of a number of voluntary redundancies, which will in turn provide additional savings to the Council in future years.

At the end of 2016/17 this revised target had been exceeded by £84,030, representing total savings of £488,830 achieved in the year. The table below summarises how the savings target has been realised.

|   | £                |
|---|------------------|
| <b>Savings Target for 2016/17</b>                                 | <b>404,800</b>   |
| Senior Management Restructure                                     | (159,290)        |
| Reduced recycling gate fee following favourable market conditions | (120,000)        |
| Salary savings from:  |                  |
| Vacant posts  | (92,380)         |
| Disestablished posts  | (58,720)         |
| Regraded/reduced hours  | (18,910)         |
| Other ad-hoc savings  | (39,530)         |
| <b>Total savings achieved in 2016/17</b>                          | <b>(488,830)</b> |
| <b>Overachievement of</b>   | <b>(84,030)</b>  |

## 2.4 Collection Fund

### Council Tax

The amount credited to the General Fund in 2016/17 for Council Tax income is fixed to the budgeted amount of Council Tax billed during the year, not the cash actually collected.

Any difference between the actual amount collected and the forecast will feed through into a surplus or deficit on the Collection Fund, to be met from or credited to future year's budgets.

For 2016/17 the actual cash position for Council Tax was an overall surplus of £837,411 on Council Tax. This will be distributed between Rugby Borough Council, Warwickshire County Council and The Office of the Police and Crime Commissioner for Warwickshire in the relevant shares. The Council's share of the surplus is **£99,452** and this will be credited to the General Fund budget in 2018/19.

### Business Rates

The impact on the General Fund for Business Rates partially follows the Council Tax collection fund model, in that only some of the transactions go through the Collection Fund whereas others are a direct charge for the General Fund.

The actual business rates income collected, does go through the Collection Fund and in 2016/17 an in year surplus of £208,964 has been achieved. This will be distributed between Rugby Borough Council, Warwickshire County Council and

Central Government in the relevant shares. The Council's share of the surplus is **£83,550** and this will be credited to the General Fund budget in 2018/19.

The Council has to make a levy payment to Government each year, which is equivalent to 50% of its share in the growth of local business rates. However, this levy payment is based on actual cash performance each year, by-passing the Collection Fund, and is therefore a direct charge to the General Fund in-year.

As a result of improved performance and additional growth in business rates in 2016/17 set out above, the Council will have to make a larger levy payment to Government than budgeted. A net levy of £1.8m has been charged to the General Fund and this has resulted in a shortfall of **£50,480** compared to the original business rates budget in year.

In summary, as a result of this partial Collection Fund model for Business Rates, there is an adverse variance against budget even though the actual 2016/17 cash performance was positive. The benefit of this favourable performance will be credited to the 2018/19 budget.

## 2.5 General Fund Balances

The following section sets out the year-end position for GF revenue balances and other major reserves in addition to the anticipated usage for 2017/18.

### General Fund Balances

|  | £        | £                 |
|--|----------|-------------------|
| <b>General Fund Balance at 1<sup>st</sup> April 2016</b>     |          | <b>-1,867,730</b> |
| Carry Forward Budgets approved from 2015/16                  | +107,620 |                   |
| Supplementary budget approvals                               | +125,670 |                   |
| Actual underspend to the end of 2016/17                      | -388,040 |                   |
| Pending carry forward into 2017/18                           | -136,870 |                   |
| <b>Amount to be added balances</b>                           |          | <b>-291,620</b>   |
| <b>GF balance at 31<sup>st</sup> March 2017</b>              |          | <b>-2,159,350</b> |
| Pending carry forward for 2017/18                            | +136,870 |                   |
| Proposed supplementary budget – as per recommendations 2 & 3 | +43,500  |                   |
| Contribution from balances in 2017/18                        | +124,680 |                   |
| <b>Amount to be taken from balances</b>                      |          | <b>+305,050</b>   |
| <b>Anticipated GF balance at 31<sup>st</sup> March 2018</b>  |          | <b>-1,854,300</b> |

Positive Figures (+): Contribution from Balances  
Negative Figures (-): Contribution to Balances

After accounting for all in-year budget adjustments and reserve transfers, £291,620 will be added to GF revenue balances to leave a total in balances of **£2,159,350** at the end of 2016/17.

A net budgeted contribution from GF balances of £124,680, approved at budget setting on 28th February 2017, in addition, proposed carry forward requests of £136,870 planned for 2017/18, and initial supplementary requests of £43,500 will result in an estimated GF Revenue balance of **£1,854,300** at the end of 2017/18.

### Budget Stability Reserve

This was created in 2013/14 to allow short term contributions towards balancing the budget. There are various items within the Council's budget that are subject to significant degrees of volatility or variation from one year to another, often due to factors that are outside the Council's control or influence; this reserve assists the mitigation of such volatility by allowing the Council to call upon it in years where budget overspends occur and conversely replenish it in years where underspends arise.

|  | £               |
|--|-----------------|
| <b>Balance at 1<sup>st</sup> April 2016</b>  | <b>-142,000</b> |
| Proposed transfer from overachievement of Planning income                            | -191,870        |
| Budgeted contribution to fund budget resolution items                                | +210,000        |
| Budgeted contribution to fund Local Plan and Community Infrastructure Levy programme | +49,320         |
| <b>Balance at 31<sup>st</sup> March 2017</b>   | <b>-74,550</b>  |

Positive Figures (+): Contribution from Balances  
Negative Figures (-): Contribution to Balances

Should the proposed reserve transfers be approved the balance in the budget stability reserve will be **£74,550** at year-end. There are no other immediate plans in 2017/18 to use this reserve but the balance is to be set aside to mitigate future budget volatility.

### Business Rates Equalisation Reserve

This reserve was also established in 2013/14 in order to allow mitigation of fluctuations in the business rates base and resultant income.

|   | £                 |
|---|-------------------|
| <b>Balance at 1<sup>st</sup> April 2016</b>   | <b>-1,352,740</b> |
| Budgeted transfer from reserve to fund 2015/16 Collection Fund deficit                        | +913,550          |
| <b>Balance at 31<sup>st</sup> March 2017</b>  | <b>-439,190</b>   |
| Planned use for 2017/18   | 0                 |
| <b>Anticipated Balance at 31<sup>st</sup> March 2018</b>                                      | <b>-439,190</b>   |
| Planned transfer for 2018/19 – contribution of 2016/17 business rates Collection Fund surplus | -83,550           |
| <b>Anticipated Balance at 31<sup>st</sup> March 2019</b>                                      | <b>-522,740</b>   |

Positive Figures (+): Contribution from Balances  
Negative Figures (-): Contribution to Balances

There was a significant balance on the Business Rates Equalisation reserve at the start of 2016/17, however the majority of this funding was budgeted to be used in 2016/17 to meet the actual 2015/16 Collection Fund deficit.

### New Homes Bonus Reserve

The New Homes Bonus reserve was initially set up in the first year of receipt of New Homes Bonus funding in 2011/12 and has been used to finance one-off schemes and initiatives. The Council receives grant funding each year based on additional new and affordable homes in the Borough. Since the first year however and following the on-going reduction in core government funding, subsequent allocations have been used as part of the Council's mainstream income.

|  | £              |
|--|----------------|
| <b>Balance at 31<sup>st</sup> March 2016</b> | <b>-70,570</b> |
| Amount used within year                      | +70,570        |
| <b>Balance at 31<sup>st</sup> March 2017</b> | <b>0</b>       |

Positive Figures (+): Contribution from Balances  
Negative Figures (-): Contribution to Balances

The full opening balance for 2016/17 has been applied to fund the on-going development of the Local Plan and Community Infrastructure Levy.

### Other Reserves

In addition to the transfers set out above a further £708,000 has been added to other General Fund earmarked reserves in 2016/17, giving a net transfer of **£343,000** to be taken from General Fund earmarked reserves. Appendix 2 details the movements in these earmarked reserves for 2016/17.

## 3 HOUSING REVENUE ACCOUNT (HRA) REVENUE BUDGETS:

### 3.1 Context

Housing Rents were set by Council on 1<sup>st</sup> March 2016, in the context of a number of policy changes from government, most notably the imposition of 1% rent reductions for four years.

To address the financial implications of these policy changes the Council introduced an £800,000 savings/income target in the 2016/17 HRA budget. The target was introduced to ensure only the required amount is taken from reserves to achieve a balanced budget and maintain a prudent HRA revenue working balance (£1.431m).

### 3.2 Year-End Position

The year-end position shows a net underspend of **-£17,720** against the 2016/17 revised budget. After considering the net underspend and a budgeted contribution from balances of £1,414,560 a net **+£1,396,840** will be taken from balances, resulting in a total HRA balance of **-£1,431,000** at 1<sup>st</sup> April 2017.



This table below identifies the key HRA revenue budget variances.

| <b>HRA Income and Expenditure</b>   | <b>Variance at Year-End £</b> |
|---|-------------------------------|
| <b>Rent income from dwellings</b> – lower level of rental income received compared to budget due to a reduced level of re-let properties moving to target rent in year.   | +25,410                       |
| <b>Rent income from non-dwellings, service charges, and other contribution to expenditure</b> - variance arising from: <ul style="list-style-type: none"> <li>• higher void levels for service charge properties,</li> <li>• reduced HRA garage income and</li> <li>• a reduction in the level of staff time apportioned to capital projects against original estimates.</li> </ul> | +81,630                       |
| <b>Supervision and Management</b> –reduction in new equipment / maintenance costs within Sheltered Accommodation and the Control Centre (pending installation of new software / CCTV cameras in 2017/18)  | -45,750                       |
| <b>Provision for Bad or Doubtful Debt</b> – a reduction in arrears written off in year based on age of debt. This has resulted in a reduced contribution for 2016/17 to the provision for bad or doubtful debt.   | -76,490                       |
| <b>Interest &amp; Investment income</b> – Slippage within the HRA capital programme resulting in higher HRA cash balances within the year for investment and movements in market interest rates   | -147,860                      |
| <b>Sheltered Accommodation</b> – it is proposed that the additional £52,000 raised from freezing rents on sheltered accommodation in 2016/17, be transferred to the Sheltered Accommodation Reserve to be utilised solely for enhancements to sheltered accommodation in future years. See recommendation 5   | +52,000                       |
| <b>Other minor variances</b>  | +93,340                       |
| <b>Net Variance</b>   | <b>-17,720</b>                |

Positive Figures (+): Overspend/Underachievement of income  
Negative Figures (-): Underspend/Additional income

### 3.3 HRA Balances

|  | £          | £                 |
|--|------------|-------------------|
| <b>HRA Balance at 31<sup>st</sup> March 2016</b> |            | <b>-2,827,840</b> |
| Budgeted contribution to/from HRA Balances       | +1,414,560 |                   |
| Anticipated underspend to the end of 2016/17     | -17,720    |                   |
| <b>Amount to be taken from balances</b>          |            | <b>+1,396,840</b> |
| <b>HRA Balance at 31<sup>st</sup> March 2017</b> |            | <b>-1,431,000</b> |

Positive Figures (+): Contribution from Balances  
 Negative Figures (-): Contribution to Balances

### 3.4 HRA Revenue Budget Carry-Forwards from 2016/17 to 2017/18

No supplementary expenditure budgets are sought for 2017/18.

### 3.5 HRA Savings Target

The savings target for 2016/17 of +800,930 has been met in the main from reductions in Supervision and Management and Amounts Set Aside for the Repayment of Debt, as shown in the table below

| HRA Income and Expenditure   | Saving<br>£     |
|--|-----------------|
| <b>Supervision and Management</b> – key savings include: <ul style="list-style-type: none"> <li>vacant posts within establishment (£174k);</li> <li>reduction in utility costs arising from continuing better procurement practices and closer monitoring of usage (£37k);</li> <li>larger proportion of Lifeline overheads being absorbed by private sector residents, due to an increase in sales (£19k)</li> </ul>                        | -353,810        |
| <b>Amounts Set Aside for the Repayment of Debt</b> - the HRA medium term financial plan initiated at the point of self-financing assumed that all in-year surpluses would be utilised in the repayment of debt subject to the maintenance of a prudent HRA working balance.<br><br>To achieve the HRA savings target in 2016/17 the amount set aside for the repayment of debt is £6,405,850 compared to the initial estimate of £6,900,000. | -447,120        |
| <b>Total</b>   | <b>-800,930</b> |

As per recommendations 6 and 7, it is recommended that virements totalling £800,930 be approved to transfer the savings set out above to the 2016/17 HRA savings target.

## 4 CAPITAL

A summary of the overall position on the capital programme is provided at Appendix 4. It can be seen there is a net underspend of **-£1,626,820**.

### 4.1 General Fund – Capital

The General Fund capital programme shows a net underspend to year-end of **-£1,173,590**. This amount is made up of a total in year variance of £23,100 and -£1,196,690 carry forwards into 2017/18. Explanations for in year variances and carry forward requests are detailed in the table below.

| <b>Carry forwards into 2017/18</b>  | <b>£</b> |
|---|----------|
| <b>Growth and Investment</b>  |          |
| <b>Benn Hall Refurbishment</b> – completion of planned priority repairs/upgrades  | -46,310  |
| <b>Corporate Resources</b>  |          |
| <b>Carbon Management Plan</b> – on-going commitment of Carbon Management Plan (Phase 4 Solar Panel installation: Art Gallery and Museum and Queens Diamond Jubilee Leisure Centre)<br><br>The following corporate and HRA properties now benefit from solar power: Town Hall, Work Services Unit, John Barford Car Park, Tanser Court, Albert Square. | -264,750 |
| <b>Purchase of Bell House</b> – delay subject to contract negotiations and due diligence reports  | -150,000 |
| <b>Market Quarter Development</b> – on-going procurement relating to potential development and de-risking costs at the former Cattle Market site  | -57,150  |
| <b>Corporate Property Enhancements</b> – concluding works at Caldecott Park workshop / Town Hall / Lawn & Retreat   | -34,170  |
| <b>Environment and Public Realm</b>   |          |
| <b>Crematorium Project</b> - completion/retention costs   | -62,420  |
| <b>Vehicle Procurement</b> – finalise specification and procurement   | -76,790  |
| <b>Woodland Creation Project</b> – carry forward budget for on-going planting, to be met from Woodland Trust grant  | -61,940  |
| <b>Route Optimiser System</b> – operational from May/June 2017  | -127,000 |
| <b>Hollowell Way Play Area Refurbishment</b> – slippage for potential works on MUGA subject to external funding application   | -43,990  |
| <b>Open Spaces Refurbishment</b> – completion of footpath repairs Freemantle park ( funded by Section 106 contributions )   | -25,730  |

|  |                   |
|--|-------------------|
| <b>Communities and Homes</b>   |                   |
| <b>Renovation Loans – on-going commitments for Renovation Loans</b>                | -31,110           |
| <b>CSW superfast broadband – on-going costs for rollout of superfast broadband</b> | -159,480          |
| <b>Others</b>  |                   |
| Including resourcing and specific delays involving ICT projects                    | -55,850           |
| <b>Subtotal</b>  | <b>-1,196,690</b> |

| <b>Net variances +/-</b>   | <b>£</b>          |
|--|-------------------|
| <b>Growth and Investment</b>   |                   |
| <b>Art Gallery and Museum – additional costs associated with the adaptation and enhancement of the Art Gallery and Museum building</b>   | +53,000           |
| <b>Communities and Homes</b>   |                   |
| <b>Care &amp; Repair / Home Safety – contract savings following conclusion of Orbit Care and Repair service mid-year.</b>  | -17,500           |
| <b>Environment and Public Realm</b>  |                   |
| <b>Street Furniture – reduction in staff time apportioned to capital schemes and reduction in requirements for 2016/17 compared to original estimates</b>                                | -39,370           |
| <b>Purchase of Waste Bins – reduced requirements compared to budget. As this scheme is funded by a revenue contribution this underspend will also result in a revenue budget saving.</b> | -20,760           |
| Other items  | +47,730           |
| <b>Subtotal</b>  | <b>+23,100</b>    |
| <b>Net variance and carry forwards</b>   | <b>-1,773,590</b> |

Positive Figures (+): Overspend  
Negative Figures (-): Slippage / Underspend

## 4.2 Housing Revenue Account – Capital

The HRA capital programme shows a net variance at year-end of **-£453,230**. This amount is made up of a total in year variance of -£17,880 and -£435,350 carry forward requests into 2017/18. Explanations for in-year variances and carry forward requests are detailed in the table below.

| <b>Carry forwards into 2017/18</b>  | <b>£</b>        |
|---|-----------------|
| <b>Housing Management System</b> - Delayed implementation pending ICT/Housing service review of Housing Management system   | -115,470        |
| <b>Energy Efficiency Long Lawford external cladding</b> – scheme completion April 2017  | -293,700        |
| <b>CCTV Upgrade</b> – delayed contract issuance for phase 2 ( camera ) requirements   | -95,560         |
| <b>Lifelines</b> – implementation in Spring 2017  | -71,000         |
| <b>Roof Refurbishments &amp; Solar PV - Lesley Souter House</b> – scheme completion delayed to summer 2017 pending integration of roof refurbishment with solar panel | -113,390        |
| <b>Housing Window Replacement</b> – increased expenditure against schedule in March 2017 ( to be offset against budget already carried forward to 2017/18 )           | +333,490        |
| Other items   | -79,720         |
| <b>Subtotal</b>   | <b>-435,350</b> |

|   |                 |
|---|-----------------|
| <b>Net variances +/-</b>  |                 |
| <b>Disabled Adaptation</b> – decrease in the volume of demand and also the value of average works against 2016/17 budget estimates.   | -113,450        |
| <b>Kitchen Modifications</b> – higher than anticipated tenant refusals and a decrease in the average cost per installation against 2016/17 budget estimates.  | -44,650         |
| <b>Purchase of Council House</b> – additional open market purchases completed in March 2017, in order to utilise increased Right to Buy (RTB) receipts.<br>The Council must demonstrate expenditure on replacement housing within 3 years of receiving RTB funds, or return the sums to government. | +148,320        |
| Other items   | -8,100          |
| <b>Subtotal</b>   | <b>-17,880</b>  |
| <b>Net variance and carry forwards</b>  | <b>-453,230</b> |

Positive Figures (+): Overspend  
Negative Figures (-): Slippage / Underspend

## 5. PERFORMANCE

This is the monitoring report for the fourth quarter of 2016/17. In an effort to make performance data easier to digest the performance indicators have been grouped into Data Sets and presented in Appendix 5. This brings focus and clarity to the performance indicators and where they sit within the organisation.

### Q4 Summary

Overall Council performance has been trending positively with 70% of performance indicators having positive or static trends for the current quarter.

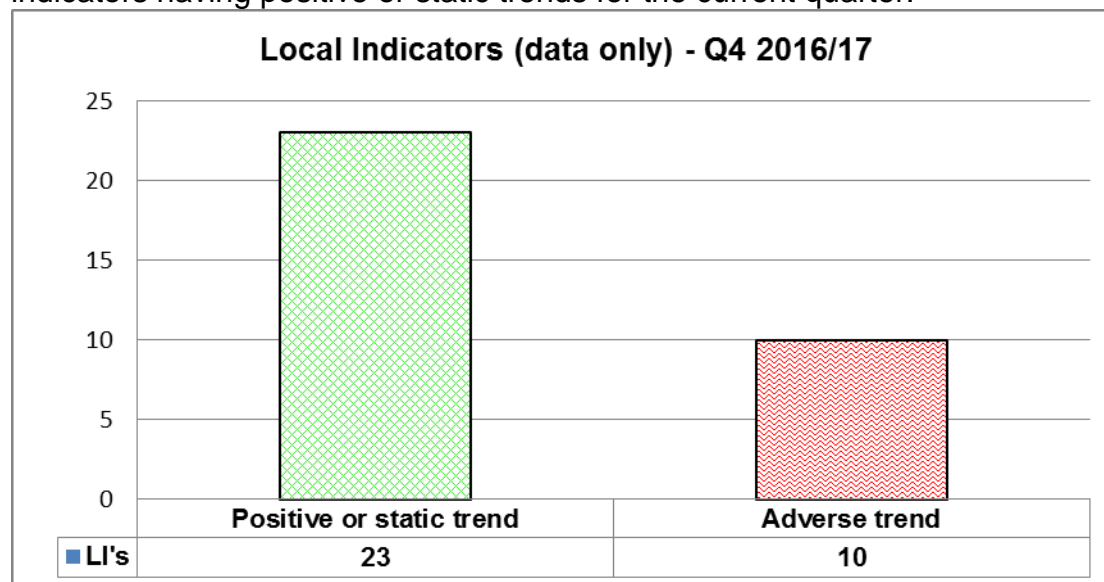


Figure 1: Although the end of the financial year shows as positive in terms of performance there is still 30% adverse trending performance which should be recognised.

### Communities & Homes

- Contact centre value measures are being discontinued and as of Q1 2017/18 will be replaced by more appropriate measures in line with the new Corporate Strategy.

### Corporate Resources

- All of the sickness absence measures have taken a downward trend. Commentary has been added.

### Environment & Public Realm

- With problems accessing waste data flow the recycling measures have no data available for Q4 currently. These measures will be updated as soon as possible and can be viewed on the RPMS.

### Growth & Investment

- The New Homes Data Set which is reported annually has met with a delay in providing the 16/17 data but will be available to see on the RPMS once it has been obtained.

With the new Corporate Strategy now in place development will begin on Key Performance Indicators that are directly aligned to the objectives of the strategy. This will mean that there will be more change coming to performance reporting in the future.

To get login details for the RPMS or a refresher course on using the system please contact [RPMSsupport@rugby.gov.uk](mailto:RPMSsupport@rugby.gov.uk)

Name of Meeting: Cabinet

Date of Meeting: 27<sup>th</sup> June 2017

Subject Matter: Finance & Performance Monitoring 2016/17 – Year-End

Originating Department: Leader and Deputy Leader of the Council

**LIST OF BACKGROUND PAPERS**

| Document No. | Date                           | Description of Document                       | Officer's Reference | File Reference |
|--------------|--------------------------------|---|---------------------|----------------|
|              | 5 <sup>th</sup> September 2016 | Finance & Performance Monitoring 2016/17 – Q1 |                     |                |
|              | 28 <sup>th</sup> November 2016 | Finance & Performance Monitoring 2016/17 – Q2 |                     |                |
|              | 6 <sup>th</sup> February 2017  | Finance & Performance Monitoring 2016/17 – Q3 |                     |                |

**General Fund****Revenue Budget Position 2016/17 April 2016 to March 2017**

|                                     |
|-------------------------------------|
| <b>Key:</b>                         |
| + = over spend / income shortfall   |
| - = under spend / additional income |

|                                  | Revised<br>Budget<br>Excluding<br>Carry<br>Forwards | Year-End<br>Position | Variance<br>to<br>Revised<br>Budget | Proposed<br>Carry<br>Forwards<br>to 2017/18 | Net<br>Variance |
|----------------------------------|---|----------------------|-------------------------------------|---|-----------------|
|                                  | £'000   | £'000                | £'000                               | £'000                                       | £'000           |
| <b>Portfolio Expenditure :-</b>  |   |                      |                                     |   |                 |
| Growth & Investment              | 3,249   | 3,224                | -25                                 | 142   | 117             |
| Corporate Resources              | 2,126   | 2,157                | 31                                  | 0   | 31              |
| Environment & Public Realm       | 7,424   | 7,082                | -342                                | -43   | -385            |
| Communities & Homes              | 1,090   | 1,066                | -24                                 | 7   | -17             |
| Executive Director Office        | 1,681   | 1,638                | -43                                 | 31  | -12             |
|                                  | <b>15,570</b>                                       | <b>15,167</b>        | <b>-403</b>                         | <b>137</b>                                  | <b>-266</b>     |
| Less Corporate Savings Target    | 84  | 0                    | -84                                 |   | -84             |
| Less IAS 19 Pension Adjustment   | -316  | -316                 | 0                                   |   | 0               |
| Less Capital Charge Adjustment   | -2084   | -2,084               | 0                                   |   | 0               |
| <b>Net Expenditure</b>           | <b>13,254</b>                                       | <b>12,767</b>        | <b>-487</b>                         | <b>137</b>                                  | <b>-350</b>     |
| Net Cost of Borrowing            | 670   | 576                  | -94                                 |   | -94             |
| MRP Adjustment                   | 1,191   | 1,215                | 24                                  |   | 24              |
| Parish Precepts                  | 715   | 715                  | 0                                   |   | 0               |
| <b>Total Expenditure</b>         | <b>15,830</b>                                       | <b>15,273</b>        | <b>-557</b>                         | <b>137</b>                                  | <b>-420</b>     |
| <b>Income</b>                    |   |                      |                                     |   |                 |
| Revenue Support Grant            | -1,098  | -1,098               | 0                                   |   | 0               |
| Retained Business Rates          | -4,226  | -4,175               | 51                                  |   | 51              |
| New Homes Bonus Funding          | -3,221  | -3,221               | 0                                   |   | 0               |
| Government Grants                | -427  | -446                 | -19                                 |   | -19             |
| Council Tax                      | -6,746  | -6,746               | 0                                   |   | 0               |
| Collection Fund Surplus/Deficit  | 1,365   | 1,365                | 0                                   |   | 0               |
| Transfer from Earmarked Reserves | -1,243  | -1,243               | 0                                   |   | 0               |
| <b>Total Income</b>              | <b>-15,596</b>                                      | <b>-15,564</b>       | <b>32</b>                           | <b>0</b>                                    | <b>32</b>       |
| <b>Overall Variance</b>          | <b>234</b>  | <b>-291</b>          | <b>-525</b>                         | <b>137</b>                                  | <b>-388</b>     |



## General Fund (GF) Reserves and Balances

|   | Balance at<br>31st March<br>2016 | Transfers<br>out | Transfers<br>in | Balance at<br>31st March<br>2017 | Comment   |
|---|----------------------------------|------------------|-----------------|----------------------------------|---|
| Business Rates Equalisation Reserve     | 1,353                            | -914             | 0               | 439                              | See main report   |
| Budget Stability Reserve                | 141                              | -259             | 192             | 74                               | See main report   |
| New Homes Bonus Reserve                 | 70                               | -70              | 0               | 0                                | See main report   |
| Section 106 (Developer) Contribution    | 1,508                            | -107             | 36              | 1,437                            | Contributions from developers, committed for future expenditure.  |
| Revenue Grants & Contributions          | 202                              | -46              | 386             | 542                              | Contributions from government bodies and other third parties, committed for future expenditure.   |
| Hall of Fame Licence Reserve            | 0                                | 0                | 300             | 300                              | Timing differences between budgeted and actual licence payments   |
| Works Services Unit Operational Reserve | 107                              | -35              | 55              | 127                              | £35,000 contribution for settlement agreements, and £55,000 to the reserve in order to fund the route optimiser                                 |
| LAMS reserve                            | 76                               | 0                | 22              | 98                               | Interest related to the Local Authority Mortgage Scheme   |
| Digitalisation & Trading Reserve        | 0                                | 0                | 90              | 90                               | Underspends from 2016/17 to be utilised for the digitalisation and commercial programmes in future years.                                       |
| Electronic Benefits Claims Reserve      | 62                               | 0                | 0               | 62                               |   |
| Hackney Carriages Reserve               | 29                               | 0                | 14              | 42                               | Over-achievement of income, to be used to mitigate budget volatility in future years.   |
| Corporate Apprentice Scheme Reserve     | 37                               | -1               | 0               | 36                               |   |
| CIPFA Training Reserve                  | 31                               | -4               | 0               | 28                               | Prior year underspends held for investment in staff development   |
| Queen's Diamond Jubilee Reserve         | 0                                | 0                | 26              | 26                               | New reserve, monies set aside for potential future investment in the centre.  |
| Woodside Park R&M Reserve               | 34                               | -13              | 0               | 21                               | Contribution to pay for repairs to the sewage system.   |
| Cremator Replacement Reserve            | 10                               | 0                | 10              | 20                               | Budgeted contribution future replacement of the cremators.  |
| Insurance / RM Reserve                  | 3                                | 0                | 16              | 19                               | Fortuitous reduction in premium charges, held to mitigate risk of future cost increases.  |
| Crematorium Cameo Reserve               | 10                               | 0                | 2               | 12                               | Monies held for future investment in memorialisation  |
| IT Equipment Reserve                    | 10                               | 0                | 0               | 10                               | Monies held for audio-visual improvements for the Council Chamber   |
| Corporate Assurance Training Reserve    | 9                                | 0                | 0               | 9                                | Prior year underspends held for investment in staff development   |
| Environmental Crimes Reserve            | 3                                | 0                | 5               | 8                                | Ring-fenced surplus from Environmental Crime Fixed Penalty Notices. This income can only be used for related educational or preventative works. |
| Acquisition Reserve (AG/M)              | 60                               | -61              | 6               | 5                                | £61,000 utilised to fund the Roman Gallery exhibition.  |
| Licensing Reserve                       | 0                                | 0                | 5               | 5                                | Over-achievement of income, to be used to mitigate budget volatility in future years.   |
| Warwickshire Consortium Reserve         | 0                                | 0                | 2               | 2                                | Monies held for Warwickshire Wide Training joint working.   |
|   | <b>3,755</b>                     | <b>-1,510</b>    | <b>1,167</b>    | <b>3,412</b>                     |   |

**Housing Revenue Account (HRA)**  
**Revenue Budget Position 2016/17 April 2016 to March 2017**

Appendix 3

**Key:**

+ = over spend / income shortfall

- = under spend / additional income

| Description                                    | Original Budget | Revised Budget | Year-End Position | Variance to Revised Budget |
|--|-----------------|----------------|-------------------|----------------------------|
|  | £'000           | £'000          | £'000             | £'000                      |
| <b>Income</b>                                  |                 |                |                   |                            |
| Rent income from dwellings                     | -16,348         | -16,348        | -16,322           | 26                         |
| Rent income from land and buildings            | -281            | -281           | -213              | 68                         |
| Charges for services                           | -1,409          | -1,422         | -1,427            | -5                         |
| Contributions towards expenditure              | -275            | -275           | -256              | 19                         |
| <b>Total Income</b>                            | <b>-18,313</b>  | <b>-18,326</b> | <b>-18,218</b>    | <b>+108</b>                |
| <b>Expenditure</b>                             |                 |                |                   |                            |
| Transfer to Housing Repairs account            | 3,286           | 3,329          | 3,329             | 0                          |
| Supervision and Management                     | 4,859           | 4,540          | 4,494             | -46                        |
| Rents, Rates, Taxes and other charges          | 3               | 3              | 2                 | -1                         |
| Depreciation & Impairment                      | 3,817           | 3,817          | 2,703             | -1,114                     |
| Debt Management Cost                           | 7               | 7              | 24                | 17                         |
| Provision for Bad or Doubtful Debt             | 131             | 131            | 55                | -76                        |
| Amounts set aside for the repayment of debt    | 6,900           | 6,453          | 6,453             | 0                          |
| HRA Savings / Income Target                    | -801            | 0              | 0                 | 0                          |
| <b>Total Expenditure</b>                       | <b>18,202</b>   | <b>18,280</b>  | <b>17,060</b>     | <b>-1,220</b>              |
| <b>Net Cost of Services</b>                    | <b>-111</b>     | <b>-46</b>     | <b>-1,158</b>     | <b>-1,112</b>              |
| HRA Share of Corporate & Democratic Core Costs | 210             | 210            | 210               | 0                          |
| Interest Payable & Similar Charges             | 1,327           | 1,327          | 1,324             | -3                         |
| Interest & Investment Income                   | -76             | -76            | -220              | -144                       |
| <b>Net Operating Expenditure</b>               | <b>1,350</b>    | <b>1,415</b>   | <b>156</b>        | <b>-1,259</b>              |
| Appropriation to Major Repairs Reserve         |                 |                |                   |                            |
| Contributions to (+) / from (-) Reserves       | -1,350          | -1,350         | -109              | 1,241                      |
| <b>Surplus(-)/Deficit(+) for year</b>          | <b>0</b>        | <b>65</b>      | <b>47</b>         | <b>-18</b>                 |

## Appendix 4

### Capital Budget Position 2016/17 April 2016 to March 2017

#### Summary

**Key:**
**RED** Over £10,000

**AMBER** Up to £10,000

**GREEN** Up to £5,000

**NB + = over spend - = under spend / additional income**

| Portfolio                     | Revised Budget<br>2016/17<br>£ | Expenditure to<br>Year-End<br>2016/17<br>£ | Variance to<br>Revised Budget<br>2016/17<br>£ | Traffic Light<br>to<br>Year-End |
|-------------------------------|--------------------------------|--|---|---------------------------------|
| Growth & Investment           | 1,336,330                      | 1,354,970                                  | +18,640                                       | RED                             |
| Communities & Homes           | 1,089,550                      | 847,210                                    | -242,340                                      | RED                             |
| Environment & Public Realm    | 1,744,180                      | 1,299,370                                  | -444,810                                      | RED                             |
| Corporate Resources           | 847,740                        | 342,660                                    | -505,080                                      | RED                             |
| <b>Sub Total General Fund</b> | <b>5,017,800</b>               | <b>3,844,210</b>                           | <b>-1,173,590</b>                             | <b>RED</b>                      |
| Housing Revenue Account       | 7,074,090                      | 6,620,860                                  | -453,230                                      | RED                             |
| <b>Overall Total</b>          | <b>12,091,890</b>              | <b>10,465,070</b>                          | <b>-1,626,820</b>                             | <b>RED</b>                      |

## Performance Report for Cabinet

**Report Author:** Christopher Trezise (Performance Management & Improvement Officer)

**Generated on:** 13 April 2017 **Edited on:** 09 June 2017



**RPMS**


### **How to analyse the trend data**

It is important to note that trend data is set to two extremes. Aim to maximise the value or aim to minimise the value. Some data that we collect is not measured against either of these trends and is just factual data.

This report is best viewed in colour so it is recommended to view the electronic version rather than printed black and white copies. The electronic version can be found on the intranet.

An upward pointing arrow is indicative of a positive trend and a downward pointing arrow is indicative of a negative trend.

N/A – When you see this in the trend box it means that the data is not measured against a trend so a trend arrow is not generated.

 - The blue trend arrows represent the long term trend. Long term looks at the data and compares it to the same period over a larger frequency – i.e. Months are compared for the same period last year, quarters compared to same period in previous year and Years are compared over 4 years.


 - The purple trend arrows represent the short term trend. Short term looks at the data and compares it to the previous frequency – either the last month, quarter or year.

 - The bar (both purple and blue) represents no movement in the trend.

Where the short term trend shows as negative then contextual commentary from the assignees and managers has been provided directly beneath the performance measure. Where seasonal trends occur, like at the Art Gallery or Leisure Centre, then contextual commentary will be provided on the long term trend instead.





## Communities & Homes Portfolio

### Equality & Diversity Data Set


| Performance Indicator (PI)   | Latest Data Available | Performance Trend Analysis   | Portfolio        |
|--|-----------------------|--|------------------|
| <b>Ethnic Minority representation in the workforce - employees</b> | 9.6%<br>Q4 2016/17    | <br>↑   ↓ | 6 - CH Portfolio |

Although ethnic minority representation is showing as an adverse short-term trend the reduction is by 0.1% and compared to the first two quarters of this financial year is actually up by between 0.9% to 1.10%, it is also up by 0.7% compared to Q4 2015/16.

### Homelessness Data Set


| Performance Indicator (PI)  | Latest Data Available | Performance Trend Analysis   | Portfolio        |
|---|-----------------------|--|------------------|
| <b>Number of homeless preventions made by Rugby Borough Council</b>   | 37<br>Q4 2016/17      | <br>↑   ↑       | 6 - CH Portfolio |
| <b>Number of homeless preventions made due to financial advice being provided by Citizens Advice Bureau</b> | 79<br>Q4 2016/17      | <br>↑   ↑       | 6 - CH Portfolio |
| <b>The number of households accepted for re-housing</b>   | 37<br>Q4 2016/17      | <br>N/A   N/A | 6 - CH Portfolio |
| <b>The number of homeless decisions made each quarter</b>   | 60<br>Q4 2016/17      | <br>N/A   N/A | 6 - CH Portfolio |

### Housing Rents Data Set

| Performance Indicator (PI)                  | Latest Data Available  | Performance Trend Analysis  | Portfolio        |
|---|------------------------|---|------------------|
| <b>Rent Collection and Arrears Recovery</b> | 95.88%      Q4 2016/17 | <br>↓      ↓ | 6 - CH Portfolio |

This measure is targeted and has dropped by 0.22% from last quarter however it remains within the Amber tolerance threshold.


### Housing Voids

| Performance Indicator (PI)    | Latest Data Available   | Performance Trend Analysis  | Portfolio        |
|-------------------------------|-------------------------|---|------------------|
| <b>Average void rent loss</b> | £363.79      March 2017 | <br>↑      ↓ | 6 - CH Portfolio |

Q4 saw a rise from 25 void properties in January 2017 to 30 properties in March 2017. Over this period the average rent loss ranged from £322.04 per month to £363.79 across 30 properties, making a difference of £41.75. For the year the rent loss has fallen within the budgeted allowance.

## Corporate Resources Portfolio

### Benefits Operational Dataset







| Performance Indicator (PI)                                  | Latest Data Available |            | Performance Trend Analysis  |   |   | Portfolio        |
|---|-----------------------|------------|---|---|---|------------------|
| <b>Number of households in receipt of benefits</b>          | 6,037                 | Q4 2016/17 |  |  |  | 6 - CR Portfolio |
| <b>Benefits - average end to end time for claims (days)</b> | 26.27                 | March 2017 |  |  |  | 6 - CR Portfolio |

Despite showing an adverse short-term trend this is not actually performing badly when we look at the quarter as a whole and when we compare it with previous quarters. As a whole quarter the average time has reduced by 8% from January's higher value of 32.93 days on average.

Compared with the previous 4 quarters however even January's time looks positive.

Since January 2016 through to December of the same year the average end to end time has been between 30.28 days and 36.48 days with two exceptions when one month showed an improvement at 29.5 days in October 2016 and one month showed an average time of 43.42 days in June 2016.


### Financial Data Set

| Performance Indicator (PI)   | Latest Data Available |            | Performance Trend Analysis  |   |   | Portfolio        |
|--|-----------------------|------------|---|---|---|------------------|
| <b>% of Council Tax collected (cumulative over 10 months per year)</b>                 | 96.80%                | Q4 2016/17 |    |    |    | 6 - CR Portfolio |
| <b>Percentage of Non-domestic Rates collected (cumulative over 10 months per year)</b> | 98.50%                | Q4 2016/17 |  |  |  | 6 - CR Portfolio |

This collection has been consistently positive since collection of this data began in 2004/05.

Though this measure shows a long-term adverse trend this is higher than the same period last year by 0.8%. 2014/15 was 0.1% higher than this year's value at 98.6% and 2013/14 was higher by 0.7% at 99.2% and these two values will be the cause of the adverse long-term trend.

## Gas Certification Data Set













| Performance Indicator (PI)   | Latest Data Available | Performance Trend Analysis  | Portfolio        |
|--|-----------------------|---|------------------|
| <b>Percentage of properties with a gas appliance that have a valid gas certificate</b> | 99.91%<br>March 2017  |  | 6 - CR Portfolio |

The data for Q4 shows January at 99.88% which had dropped from the previous quarter by 0.06% and in February it dropped by a further 0.06% to a total of 99.82%. Throughout this period the long-term trend has remained positive and the values have stayed within the agreed 5% tolerance to show as performing well.

Since 2012/13 this indicator has remained within the 5% tolerance overall during the year and in the last four financial years has been recorded annually in the 99% scale.



## Sickness Absence Data Set






| Performance Indicator (PI)   | Latest Data Available | Performance Trend Analysis  | Portfolio        |
|--|-----------------------|---|------------------|
| <b>Number of working days lost due to long term sickness absence</b>   | 629<br>Q4 2016/17     |    | 6 - CR Portfolio |
| <p>In this year we have had a total of 58 people on long term sickness absence (+20 days) totalling 3477.5 days. Of those 42 people are now back at work and 2 people retired on ill health grounds. In 2015/16 we had 56 people on long term sickness absence totalling 2750.5 days which is an average of 10 days per person less.</p> |                       |   |                  |
| <b>Number of working days lost due to short term sickness absence</b>  | 1,013.5<br>Q4 2016/17 |    | 6 - CR Portfolio |
| <p>In this year we have had a total of 747 people on short term sickness absence (less than 20 days) totalling 2436.5 days. In comparison in 2015/16 there were 714 people taking short term sickness absence totalling 2269 days.</p>   |                       |   |                  |
| <b>Number of staff on long term sickness absence</b>   | 29<br>Q4 2016/17      |    | 6 - CR Portfolio |
| <p>In 2016/17 the number of employees taking long term sickness absence has increased by 16 from 2015/16. The number of days has increased by 727 days.</p>  |                       |   |                  |
| <b>Number of staff on short term sickness absence</b>  | 248<br>Q4 2016/17     |    | 6 - CR Portfolio |
| <p>In 2016/17 the number of employees taking short term sickness absence has increased by 33 from 2015/16. The number of days has increased by 167.5 days.</p>   |                       |   |                  |

For all of the above sickness measures:

Managers continue to work within the parameters of the Absence Management Policy. Early referrals to Occupational Health are offered for employees absent through musculoskeletal problems, stress or following surgery. Managers are also receiving absence management training as part of The Way We Manage Programme. This year we have offered free flu vaccinations for those employees who wanted them. In total around 100 employees took up the offer. We will continue to look for other initiatives that may help the health and wellbeing of employees.

## Environment & Public Realm Portfolio

### Environmental Data Set

| Performance Indicator (PI)  | Latest Data Available |            | Performance Trend Analysis  |   | Portfolio   |                   |
|---|-----------------------|------------|---|---|---|-------------------|
| <b>Cumulative Tonnage of household waste sent for reuse, recycling and composting</b> | 12419                 | Q3 2016/17 |  | N/A   | N/A   | 6 - EPR Portfolio |
| <b>Percentage of household waste sent for reuse, recycling and composting</b>         | 53.1%                 | Q3 2016/17 |  | N/A   | N/A   | 6 - EPR Portfolio |
| <b>No. of Flytipping incidents reported</b>   | 302                   | Q4 2016/17 |  |  |  | 6 - EPR Portfolio |










Due to a key member of staff leaving the recycling measures have no values for Q4 currently. Staff are being trained on collating and submitting this data and it is expected to be back on track in Q1 2017/18. It is hopeful that the Q4 data will be available on the Rugby Performance Management System by the end of June.

The increase is not necessarily the result of more actual flytipping incidents rather it may be due to the increased reporting of flytipping incidents.







Manager Commentary: The increase of 83 fly tipping reports from the last quarter and also the longer term trend is how we now report and record the data. We now have the operational staff reporting back on incidents they locate. Whilst the crews are undertaking their daily rounds, they notify their cleansing officers of any areas of fly tipping and the supervisor now reports the new data onto the system.

With regard to remedial action the crews respond to all fly tipping reports/incidents as and when they are reported. It might be worth noting it is also the dedication and professionalism of our staff in being vigilant and identifying areas prior to the public phoning and reporting any incidents.

### Food Hygiene Data Set

| Performance Indicator (PI)  | Latest Data Available |            | Performance Trend Analysis  |   |   | Portfolio         |
|---|-----------------------|------------|---|---|---|-------------------|
| % of premises within the Rugby Borough that have attained the Food Hygiene Rating 5           | 70.36%                | Q4 2016/17 |  |  |  | 6 - EPR Portfolio |
| % of premises within the Rugby Borough that have attained the Food Hygiene Rating 4 and above | 86.25%                | Q4 2016/17 |  |  |  | 6 - EPR Portfolio |
| % of premises within the Rugby Borough that have attained the Food Hygiene Rating 3 and above | 95.06%                | Q4 2016/17 |  |  |  | 6 - EPR Portfolio |

### Parks Data Set






| Performance Indicator (PI)   | Latest Data Available |            | Performance Trend Analysis   |  |  | Portfolio         |
|--|-----------------------|------------|--|--|--|-------------------|
| Quality rating of Parks and the Grounds  | 2.65                  | Q4 2016/17 |   |   |   | 6 - EPR Portfolio |
| Average end to end time in days for determining applications of works to protected trees | 32                    | Q4 2016/17 |  |  |  | 6 - EPR Portfolio |

## Growth & Investment Portfolio

### Benn Hall Data Set

| Performance Indicator (PI)                        | Latest Data Available |            | Performance Trend Analysis  |   |   | Portfolio        |
|---|-----------------------|------------|---|---|---|------------------|
| <b>No. of room bookings at the Benn Hall</b>      | 52 room bookings      | March 2017 |  |  |  | 6 - GI Portfolio |
| <b>Footfall through the door at the Benn Hall</b> | 4,686                 | March 2017 |  |  |  | 6 - GI Portfolio |

### Sports & Rec Data Set

| Performance Indicator (PI)  | Latest Data Available |            | Performance Trend Analysis   |  |  | Portfolio        |
|---|-----------------------|------------|--|--|--|------------------|
| <b>Total number of young people contacts - Borough wide ages 5-19</b> | 21,799                | Q4 2016/17 |   | N/A  | N/A  | 6 - GI Portfolio |
| <b>Total grant aid obtained from external funding sources</b>         | £75,734.00            | Q4 2016/17 |   | N/A  | N/A  | 6 - GI Portfolio |
| <b>Leisure Centre Visits (footfall in users of centre)</b>            | 57,862                | March 2017 |  |  |  | 6 - GI Portfolio |

To further interrogate the data in this report please log into the Rugby Performance Management System (RPMS) using your personal login for those who attended the training. If you did not attend the training then you can either book a training session by contacting [rpmssupport@rugby.gov.uk](mailto:rpmssupport@rugby.gov.uk) or you can use the generic members' readonly login.

Similarly if you wish to book in time with the Performance Management & Improvement to go through the RPMS with you then you can request a session by contacting [rpmssupport@rugby.gov.uk](mailto:rpmssupport@rugby.gov.uk)

***AGENDA MANAGEMENT SHEET***

**Report Title:** Formal Protection of open spaces in New Bilton

**Name of Committee:** Cabinet

**Date:** 26th June 2017

**Report Director:** Head of Environment and Public Realm

**Portfolio:** Environment and Public Realm

**Ward Relevance:** New Bilton

**Prior Consultation:** Fields in Trust and Ward Members

**Contact Officer:** Chris Worman

**Public or Private:** Public

**Report subject to Call-In:** Yes

**Report En-Bloc:** No

**Forward Plan:** No

This report relates to the following priority(ies):

**Corporate Priorities:**

**ENVIRONMENT AND PUBLIC REALM -**  
Enhance our local, open spaces to make them places where people want to be  
**GROWTH AND INVESTMENT -**  
Encourage health and active lifestyles to improve wellbeing within the borough

The provision parks, open Spaces and recreation areas is a discretionary service.

**Statutory / Policy Background:**

Green spaces in the hearts of our communities are however extremely valued and if managed appropriately have the ability to become outdoor community centres that build community cohesion

and social integration.

**Summary:**

Fields in Trust was founded by King George V in 1925 as the National Playing Fields Association (NPFA). The aim is to safeguard all kinds of outdoor recreational spaces including parks, playgrounds, playing fields, nature reserves and country parks, in perpetuity, to benefit both local communities now and future generations.

In line with recent government announcements on parks they are inviting nominations for future parks to be protected.

**Financial Implications:**

By designating the land, it is likely that we will be able to attract significant external funding sources to support refurbishment and improvements to our green spaces.

**Risk Management Implications:**

There are no risk management implications for this report

**Environmental Implications:**

This initiative will protect urban green spaces for future generations and as such will make a positive contribution for the environment

**Legal Implications:**

By designating the land, it has formal legal protection as an area of open space

**Equality and Diversity:**

There are no equality and diversity implications for this report

**Options:**

1) Designate the Fields

Risk: The sites become legally protected and may be an obstacle to potential future uses that would seek to remove these areas as open spaces

Benefits: It is likely that external funding opportunities will become accessible. The local communities can be actively involved in the management of the sites.

2) Do not designate the sites

Risk: Some funding sources will not be accessible.

Benefits: No additional restriction on future uses for the sites

**Recommendation:**

IT BE RECOMMENDED TO COUNCIL THAT the proposed sites be protected with a Fields in Trust designation.

**Reasons for Recommendation:**

Based on past experience Officers believe that adding Fields in Trust protected status to further green spaces within Rugby will attract external funding opportunities for these sites.

**Cabinet - 26th June 2017**

**Formal Protection of open spaces in New Bilton**

**Report of the Head of Environment and Public Realm**

**Recommendation**

IT BE RECOMMENDED TO COUNCIL THAT the proposed sites be protected with a Fields in Trust designation.

**1. Background**

Fields in Trust was founded by King George V in 1925 as the National Playing Fields Association (NPFA) and has been operating as Fields in Trust since 2007. The aim is to safeguard all kinds of outdoor recreational spaces including parks, playgrounds, playing fields, nature reserves and country parks, in perpetuity, to benefit both local communities now and future generations.

Over the past 5 years the Borough Council have protected a number of our green space with Fields in Trust, which has subsequently seen successful external funding bids. The offer of funding a project on a site which that is protected with Fields in Trust appears to interest funders as it shows a clear commitment that the local authority values (and protects) its green spaces and is therefore a sound investment. This also aligns with the new corporate priorities.

**2. Sites (owned by Rugby Borough Council) currently protected with a Fields in Trust designation**

- Caldecott Park
- Whitehall Recreation Ground
- Alwyn Road Recreation Ground
- Featherbed Lane Recreation Ground
- Avon Mill Recreation Ground
- Whinfield Recreation Ground
- Centenary Park
- Assheton Recreation Ground
- Addison Road Recreation Ground
- Freemantle Recreation Ground

In line with recent government announcements on the future of parks they are inviting nominations to further protect the nations parks and green spaces.



### **3. What are the Benefits of Protecting Open Spaces in this way?**

Fields in Trust aims to protect outdoor recreational spaces and facilities for communities now and for generations to come whilst providing a focal point for physical wellbeing and community cohesion. It is not a direct grant aid programme though some funding will be available and Fields in Trust will ensure that it is distributed according to the wishes of the donors.

The main benefits of protection with Fields in Trust are:

- Making an express and recognisable commitment to local people to safeguard land, facilities and opportunities for sport, play and outdoor recreation both now and forever
- Protecting public access to outdoor space
- Proven to help secure external funding
- Providing reassurance to potential investors regarding viability and sustainability
- Raising awareness of the importance of such facilities in the context of quality of life, health, the environment and amenity

### **4. Legal status and Criteria**

Fields in Trust has developed a range of options for long-term protection of open spaces and in our particular case it would be in the form of a Charitable Deed of Dedication with Local Authority Protection. In essence, establishing the recreation ground as a charity so residents and users could 'gift aid' money to the site if they so wished, whilst the Council retains ownership.

The minimum criteria for a field to receive this designation are;

- Evidence of title permitting site use for outdoor sport, play and/or recreation must be produced. It must be in the ownership of the Borough Council
- Sites may be provided with facilities and equipment or used as general open space, and established for that purpose by way of planning requirements.
- Each site's principal use should be outdoor sport, play or recreation.
- Generally, the minimum size is 0.2 hectare (0.5 acre).
- Sites need to be accessible in terms of location.
- Sites need to be affordable for the local community.
- Sites should all be open to the public and either established charitably, held by a sports club under the CASC regime or held as Public Open Space.
- All sites will need a named manager, who will be responsible for the quality of the facilities, their maintenance and development, improving participation and use and financial and operational sustainability.
- Sites must be compliant with existing legislation relating to sport, play or open space.

## **5. Nominated Sites**

Based on the above information along with existing Council data, and current Fields in Trust health and wellbeing priorities for funding, officers have identified a number of additional sites in the New Bilton Ward that are suggested as appropriate for nomination, these sites also link into potential enhancements that are required or desired for these sites along with more active community involvement.

The suggested sites are as follows:

### **1. Jubilee Street Recreation Ground**

Otherwise known as the Richard Loverock Recreation Ground this green space provides some much needed green space in the New Bilton Ward. In recent years it has been home to the New Bilton community edible growing project and there are community aspirations to introduce some green gym equipment to continue with the healthy lifestyle choices within a priority ward.

### **2. New Bilton Recreation Ground**

Another green space within the New Bilton ward this site sits on the junction of Lawford Road and Addison Road in the shadow of the Cemex tower. It provides space for informal recreational activities, an equipped children's play area and circulatory paths

At this stage these are generalised suggestions for potential improvement works based on user feedback and public suggestions and priority health and wellbeing outcomes. More detailed consultations and user engagement will be undertaken once funding sources are identified. By designating these sites, it would be possible for local Councillors or active community groups to undertake direct fundraising activities for the specific purpose of improving a specific local open space.

If these sites are designated then officers will be able to identify and explore further external funding opportunities to bring potential improvement projects to fruition.

It may be appropriate in future years to consider placing other sites under similar formal protection, but this should be a gradual incremental process.

## **6. Financial Implications**

There are no direct financial implications for the Council although having a protected designation has proved to be an advantage when seeking external funding opportunities.

Name of Meeting:  
Cabinet

Date of Meeting:  
26th June 2017

Subject Matter:  
Formal Protection of open spaces in New Bilton

Originating Department:**List of Background Papers**

| Document No. | Date | Description of Document | Officer's Reference | File Reference |
|--------------|------|-------------------------|---------------------|----------------|
| 1.           |      |                         |                     |                |

\* The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

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\* Exempt information is contained in the following documents:

| Document No. | Relevant Paragraph of Schedule 12A |
|--------------|------------------------------------|
|--------------|------------------------------------|

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\* There are no background papers relating to this item.

(\*Delete if not applicable)



304 amalgamated

304

139

***AGENDA MANAGEMENT SHEET***

**Report Title:** Public Space Protection Orders – Dog Control

**Name of Committee:** Cabinet

**Date:** 26th June 2017

**Report Director:** Head of Environment and Public Realm

**Portfolio:** Environment and Public Realm

**Ward Relevance:** All Wards

**Prior Consultation:** All Councillors

**Contact Officer:** David Burrows

**Public or Private:** Public

**Report subject to Call-In:** No

**Report En-Bloc:** No

**Forward Plan:** No

This report relates to the following priority(ies):

**Corporate Priorities:** ENVIRONMENT AND PUBLIC REALM - Enhance our local, open spaces to make them places where people want to be  
GROWTH AND INVESTMENT - Encourage health and active lifestyles to improve wellbeing within the borough  
Environment – Protect the public

**Statutory / Policy Background:** The Anti-social behaviour, crime and Policing Act 2014 replaced a range of legislation that enabled local controls on certain behaviours, including dog control. From October 2017 any existing order must have been converted in to a Public Space Protection Order (PSPO).

**Summary:**

If the existing 4 Dog Control Orders are not converted or replaced with new PSPOs by October 2017, then we would be unable to take any action regarding dog fouling etc. Therefore, to ensure that we have continuity we need to translate and adopt these in their current form into PSPOs.

**Financial Implications:**

The minor costs associated with advertising and publicising this can be met from existing resources and future fixed penalty notice income

**Risk Management Implications:**

If the existing Dog Control Orders are not translated into PSPOs then we will lose a key tool in achieving behavioural change required to deliver the corporate strategy. There would also be a significant loss of reputation if we were unable to enforce against dog fouling etc.

**Environmental Implications:**

This initiative will protect urban green spaces for future generations and as such will make a positive contribution for the environment and public protection

**Legal Implications:**

There is a legal process to be followed to create these PSPOs. Failure to translate these controls in to PSPO will make enforcement impossible.

**Equality and Diversity:**

There are no equality and diversity implications for this report

**Options:**

1) Translate the existing orders  
Risk: That we are not, at this time, maximising the opportunity to be innovative or expand coverage to protect the public

Benefits: The ability to retain enforcement opportunities and require behavioural change is retained

2) Do not translate the existing orders  
Risk: Negative public reaction. Lose of reputation. Inability to retain enforcement

and loss of a tool to contribute to the corporate strategy  
Benefits: None

**Recommendation:**

IT BE RECOMMENDED TO COUNCIL THAT the existing 4 dog control orders be translated into public space protection orders and approved for adoption, subject to delegation to the Head of Environment and Public Realm to approve following consultation.

**Reasons for Recommendation:**

To retain enforcement opportunities.

**Cabinet - 26th June 2017**

**Public Space Protection Orders – Dog Control**

**Report of the Head of Environment and Public Realm**

**Recommendation**

IT BE RECOMMENDED TO COUNCIL THAT the existing 4 dog control orders be translated into public space protection orders and approved for adoption, subject to delegation to the Head of Environment and Public Realm to approve following consultation.

**1. Background**

The Anti-Social Behaviour, Crime and Policing Act 2014 enabled Councils to introduce Public Space Protection Order, (PSPO) which are in effect a more modern and responsive style of local byelaw. They can, in theory, be used to address a very wide range of issues and Councillors have engaged with officers through member conversations to explore what sort of issues this Council might wish to use them for.

A public spaces protection order can be made if the Council is satisfied on reasonable grounds that two conditions are met. Firstly, that

- (i) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality; and
- (ii) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.

The second condition is that the effect, or likely effect, of the activities is, or is likely to be of a persistent or continuing nature, such as to make the activities unreasonable, and therefore justifies the restrictions imposed by the notice.

The great advantage of the PSPO over other forms of byelaw or potentially other offences is the instant availability of enforcement by way of out of court disposal through the use of fixed penalty notices (FPN).

Any PSPO can only last for a maximum of 3 years and must be renewed, altered prior to its expiration or it will automatically cease to be effective.

A task group was established in 2016 to consider the opportunities for changing how we managed behaviours in public spaces. This work stream has been delayed, but is due to recommence and consider how PSPOs can be used to make a significant contribution towards this Council's commitment to delivering a number of the strategic priorities in the newly refreshed and refocused Corporate Strategy.



## **2. Existing Dog Control Orders**

There are currently 4 dog control orders in existence in the borough. These are attached as Appendix 1.

They cover 'No Fouling (requirement to remove faeces)', Exclusion of Dogs from specified areas e.g. play areas; Requirement to Keep dogs on leads in specified areas; and requirement to put a dog on a lead and control it when requested to do so by an authorised officer.

## **3. Consultation**

A formal public consultation exercise has started and will be completed after Cabinet has met. Formal letters of consultation have been sent to the statutory consultees i.e. Chief Constable, Police & Crime Commissioner.

## **4. Enforcement**

A range of existing council enforcement officers including community safety wardens, environmental protection officers, park rangers and enforcement wardens will all be authorised to take enforcement action.

If any person fails to comply with the PSPO then the normal action would be to issue that person with a FPN. The standard FPN "fine" of £100 needs to be paid with 14 days, and a 40% discount is applied if paid within 10 days (to £60).

If the FPN is not paid, or in circumstances where there is a persistent repeat offender, then they can be dealt with through the court system where, on conviction, they could face penalties of up to £1,000. Under this legislation, on conviction, the Council would also be able to request a criminal behaviour order (CBO). This is an updated form of an anti-social behaviour order. Such an order could require attendance at substance testing and treatment programmes or prohibitions from specified locations. Breaches of CBOs carry higher penalties which can include custodial sentences.

## **5. Financial Implications**

The primary resources required are human resources. This will involve redeployment of activities and management of priorities; it is not anticipated that any further staffing resources will be required to effectively enforce this PSPO. The council will receive the income from all FPNs issued.

There have been and will be some further minor incidental expenses incurred as a result of enabling the PSPO to take effect such as advertising in a local newspaper, production of FPN ticket books etc. These can be absorbed within existing budgets.

There is a requirement to make people aware of the existence of the order such as signage, although this is not prescriptive. In the past the Council has invested in expensive heavy duty metal signage, which tend to outlive the life of the control that

they are advising. It is therefore proposed in this case to have a small number of general advisory notices which will be capable of being flexible enough to cover the introduction of PSPOs in the future or modification of this one over time.

A number of replaceable signs with more detail and, if appropriate, in other languages will be sited on known hot spot locations, to ensure that users have the opportunity to be aware of the order before enforcement is undertaken. It envisaged that these costs will be in the region of £500 to £1000.

## **6. Risk Management and Environmental Implications**

There are clearly some risks associated with implementing controls that impact over individual's freedoms, which need to be balanced against the harm or impact these uncontrolled behaviours have on others and the wider community. On balance, it is considered that the introduction of this PSPO will not affect this balance any more than the existing Dog Control Orders. It will make a positive impact on the environment and enable the council and its partners to positively address existing behavioural challenges.

## **7. Future PSPO opportunities**

The existing task group has the objectives to:

- convert the existing Dog Control Orders into PSPOs by October 2017
- consider developing alternative control measures to support responsible dog ownership
- identify other behaviours that cause problems that occur in public places which may be able to be managed through the use of PSPOs
- consider how PSPOs can be enforced

The task group will consider the benefits and disadvantages of other more innovative methods to promote responsible dog ownership and to drive behavioural changes in line with the new corporate strategy and priorities.

Councillors should refer to the PSPO briefing note circulated to all councillors on 26 May, which describes the work of the task group in more detail.

Name of Meeting:  
Cabinet

Date of Meeting:  
26th June 2017

Subject Matter:  
PSPOs

Originating Department:  
Environment and Public Realm

**List of Background Papers**

There are no background papers relating to this item.

**The Clean Neighbourhoods and Environment Act 2005**  
**The Dog Control Orders (Prescribed Offences and Penalties, etc.)**  
**Regulations 2006**  
**The Fouling of Land by Dogs Borough of Rugby Order 2009**  
**The Rugby Borough Council make the following Order:**

1. This Order comes into force on 2008.
2. This Order applies to the land specified in the Schedule.

**Offence**

3. (1) If a dog defecates at any time on the land to which this Order applies and a person who is in charge of the dog at the time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless –
  - (a) he has reasonable excuse for failing to do so; or
  - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.
- (2) Nothing in this article applies to a person who –
  - (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
  - (b) has a disability which affects his mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon whom he relies for assistance.
- (3) For the purpose of this article –
  - (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
  - (b) placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land;
  - (c) being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;
  - (d) each of the following is a "prescribed charity" –
    - (i) Dogs for the Disabled (registered charity number 700454)
    - (ii) Support Dogs (registered charity number 1088281)
    - (iii) Canine Partners for Independence (registered charity number 803 680)

**Penalty**

4. A person who is guilty of an offence under article 3 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

**Schedule**

1. This order will require people in control of a dog to immediately remove faeces deposited by their dog and applies to all land in the Borough of Rugby which is open to the air (which includes land that is covered but open to the air on at least one side); and to which the public are entitled or permitted to have access with or without payment.
  - a) All streets and pavements throughout the Borough
  - b) All Borough Council owned land including parks, gardens, recreation and sports grounds, cemeteries, open spaces, car parks and parking places.
  - c) All land belonging to County and Parish Councils to which the public have access.
  - d) All rights of way that cross land owned by the County, Borough and Parish Councils.
  - e) All other land in the open air to which the public have access to with or without payment.
  
2. Exempted from the description in paragraph 1 above is -
  - (i) land that is placed at the disposal of the Forestry Commissioners under section 39 (1) of the Forestry Act 1967

THE COMMON SEAL of                    )  
RUGBY BOROUGH COUNCIL            )  
was hereinto affixed to the         )  
day of                                    2009   )  
in the presence of:                    )

**Head of Democratic & Legal Services**

**The Clean Neighbourhoods and Environment Act 2005  
The Dog Control (Prescribed Offences and Penalties, etc. ) Regulations  
2006  
The Dogs on Leads Borough of Rugby Order 2009**

Rugby Borough Council hereby makes the following Order:

1. This Order comes into force on 2009.
2. This Order applies to the land specified in the Schedule.

**Offence**

3. (1) A person in charge of a dog shall be guilty of an offence if, at any time, on any land to which this Order applies he does not keep the dog on a lead unless –
  - (a) he has a reasonable excuse for failing to do so: or
  - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.
- (2) For the purpose of this article a person who habitually has a dog in this possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.

**Penalty**

4. A person who is guilty of an offence under article 3 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

**Schedule**

1. This order applies to all land which is within the administrative area of the Borough of Rugby and which is –
  - a) Caldecott Park
  - b) The following cemeteries

- i. Watts Lane Cemetery
  - ii. Whinfield Cemetery
  - iii. Clifton Road Cemetery
  - iv. Croop Hill Cemetery
- c) This order applies to all public roads, pavements and footways, the pedestrianised roads and allotments within the Borough of Rugby, or any grass verge which is adjacent to the carriageway or footway and is maintainable at public expense.

THE COMMON SEAL of            )  
RUGBY BOROUGH COUNCIL    )  
was hereinto affixed to the    )  
day of                            2009    )  
in the presence of:            )

**Head of Democratic & Legal Services**

**The Clean Neighbourhoods and Environment Act 2005  
The Dog Control (Prescribed Offences and Penalties, etc. ) Regulations  
2006**

**The Dogs on Leads by Direction Borough of Rugby Order 2009**

Rugby Borough Council (hereinafter called “the Council”) hereby makes the following Order:

1. This Order comes into force on \_\_\_\_\_ 2009.
2. This Order applies to the land specified in the Schedule.
3. In this Order “an authorised officer of the Council” (hereinafter called “an officer”) means an employee of the Council who is authorised in writing by the Council for the purpose of giving directions under this Order.

**Offence**

4. (1) A person in charge of a dog shall be guilty of an offence, if at any time, on any land to which this Order applies, he does not comply with a direction given by an officer to put and keep a dog on a lead unless -
  - (a) he has a reasonable excuse for failing to do so: or
  - (b) the owner, occupier or other person or authority having control of this land has consented (generally or specifically) to his failing to do so.(2) For the purpose of this article -
  - (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.
  - (b) an officer may only give a direction under this Order to put and keep a dog on a lead if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog likely to cause annoyance or disturbance to any other person [on any land to which this Order applies] or the worrying or disturbance of any animal or bird.

**Penalty**

5. A person who is guilty of an offence under article 4 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

**Schedule**



This order applies to all land which is within the administrative area of the Borough of Rugby

THE COMMON SEAL of )  
RUGBY BOROUGH COUNCIL )  
was hereinto affixed to the )  
day of 2009 )  
in the presence of: )

**Head of Democratic & Legal Services**

This order will require people in control of a dog to keep it on a lead when told to do so by an authorised officer. It is proposed that the entire Borough be designated for this dog control order. This will apply to all land in the open air within Rugby to which the public has access either with or without payment. This will ensure that enforcement officers can immediately deal with dogs that are being exercised off the lead and are causing problems to other users of the land and dogs that are out of control and/or are a danger to the public.

**The Clean Neighbourhoods and Environment Act 2005  
The Dog Control (Prescribed Offences and Penalties, etc. ) Regulations  
2006  
The Dogs Exclusion Borough of Rugby Order 2009**

Rugby Borough Council (hereinafter called "the Council") hereby makes the following Order:

1. This Order comes into force on 2009
2. This Order applies to the land specified in the Schedule.

**Offence**

3. (1) A person in charge of a dog shall be guilty of an offence if, at any time, he takes the dog onto, or permits the dog to enter or to remain on, any land to which this Order applies unless -
  - (a) he has a reasonable excuse for failing to do so: or
  - (b) the owner, occupier or other person or authority having control of this land has consented (generally or specifically) to his failing to do so.
- (2) Nothing in this article applies to a person who -
  - (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
  - (b) is deaf, in respect of a dog trained by the Hearing Dogs for Deaf People (registered charity number 293358) and upon which he relies for assistance; or
  - (c) has a disability which affects his mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.
- (3) For the purposes of this article -
  - (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog; and
  - (b) each of the following is a prescribed charity -
    - (i) Dogs for the Disabled (registered charity number 700454);
    - (ii) Support Dogs (registered charity number 1088281);
    - (iii) Canine Partners for Independence (registered charity number 803680).

**Penalty**

4. A person who is guilty of an offence under article 3 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

**Schedule**

1. This order applies to all enclosed children's play areas which are within the administrative area of the Borough of Rugby.
2. All school land which is controlled by the Warwickshire County Council

THE COMMON SEAL of )  
RUGBY BOROUGH COUNCIL )  
was hereinto affixed to the )  
day of 2009 )  
in the presence of: )

**Head of Democratic & Legal Services**

***AGENDA MANAGEMENT SHEET***

|                                       |  |
|---------------------------------------|--|
| <b>Report Title:</b>                  | Members' Allowances 2016/17  |
| <b>Name of Committee:</b>             | Cabinet  |
| <b>Date:</b>                          | 26th June 2017   |
| <b>Report Director:</b>               | Head of Corporate Resources and Chief Financial Officer  |
| <b>Portfolio:</b>                     | Corporate Resources  |
| <b>Ward Relevance:</b>                | N/A  |
| <b>Prior Consultation:</b>            |  |
| <b>Contact Officer:</b>               | Mannie Ketley, Head of Corporate Resources and Chief Financial Officer   |
| <b>Public or Private:</b>             | Public   |
| <b>Report subject to Call-In:</b>     | Yes  |
| <b>Report En-Bloc:</b>                | Yes  |
| <b>Forward Plan:</b>                  | Yes  |
| <b>Corporate Priorities:</b>          | <p>This report relates to the following priority(ies):</p> <p>CORPORATE RESOURCES - Ensure that the council works efficiently and effectively</p>  |
| <b>Statutory / Policy Background:</b> |  |
| <b>Summary:</b>                       | <p>The Local Authorities (Members' Allowances) (England) Regulations 2003 require each local authority to publish details of allowances paid to each councillor for the previous year. The report details allowances claimed for 2016/17 financial year.</p> |

**Financial Implications:**

The maximum amounts able to be claimed by councillors for basic allowance, special responsibility allowance and travel and subsistence are stipulated in the Members' Allowances Scheme.

**Risk Management Implications:**

All claims made by councillors are rigorously checked for accuracy and compliance with the Council's Members' Allowance Scheme.

**Environmental Implications:**

There are no environmental implications for this report.

**Legal Implications:**

The Members' Allowances Scheme is required to comply with the Local Authorities (Members' Allowances) (England) Regulations 2003.

**Equality and Diversity:**

There are no equality and diversity implications for this report.

**Options:**

**Recommendation:**

The allowances claimed by Members for 2016//17, as detailed at Appendix 1 to the report, be noted.

**Reasons for Recommendation:**

To satisfy the legislative requirement to publish the list of allowances claimed.

**Cabinet - 26th June 2017**

**Members' Allowances 2016/17**

**Report of the Head of Corporate Resources and Chief Financial Officer**

**Recommendation**

The allowances claimed by Members for 2016//17, as detailed at Appendix 1 to the report, be noted.

**1.1 INTRODUCTION**

The Local Authorities (Members' Allowances) (England) Regulations 2003 require each local authority to publish details of allowances paid to each councillor for the previous year.

The required information for 2016/17 financial year is shown in Appendix 1. A list of details of all special responsibility allowances for this financial year is attached at Appendix 2.

**1.2 ALLOWANCES PAID**

The amounts paid to councillors include basic allowance and special responsibility allowance (if applicable).

Councillors can also claim travel and subsistence allowances for meetings and conferences as determined by the Council. However, these amounts may vary as:

- (a) some councillors prefer not to claim these allowances;
- (b) they are often dependent on the frequency of journeys a councillor undertakes; and
- (c) they are dependent on how far councillors have to travel from their homes to the Town Hall.

Name of Meeting:  
Cabinet

Date of Meeting:  
26th June 2017

Subject Matter:  
Members' Allowances 2016/17

Originating Department: Corporate Resources

**List of Background Papers**

There are no background papers relating to this item.

**Members Allowances  
2016/17**

| Councillor Surname | Councillor Forname | Ward                         | Basic Allowance | Special Resp Allowance | Carers' Allowance | Mileage NT / Rugby Casual | Passenger NT / Rugby Casual | Travel-Conf | Travel Normal | Broadband & Landlines | Tablets & Mobile Phones | Total     |
|--------------------|--------------------|------------------------------|-----------------|------------------------|-------------------|---------------------------|-----------------------------|-------------|---------------|-----------------------|-------------------------|-----------|
| A'Barrow           | Julie              | Bilton                       | 6,492.00        |                        |                   |                           |                             |             |               |                       |                         | 6,492.00  |
| Allen              | Nigel              | Hillmorton                   | 6,492.00        |                        |                   |                           |                             |             |               | 406.80                |                         | 6,898.80  |
| Avis               | Tina               | New Bilton                   | 6,492.00        |                        |                   |                           |                             |             |               |                       |                         | 6,492.00  |
| Avis               | Howard             | New Bilton                   | 691.14          |                        |                   |                           |                             |             |               | 151.56                |                         | 842.70    |
| Birkett            | Steven             | New Bilton                   | 5,448.64        |                        |                   |                           |                             |             |               |                       |                         | 5,448.64  |
| Bragg              | Sally              | Wolston & the Lawfords       | 6,492.00        | 2,255.00               |                   | 193.05                    |                             |             | 2.30          | 255.24                | 125.00                  | 9,322.59  |
| Brown              | Kieren             | Newbold & Brownsover         | 5,811.39        |                        |                   |                           |                             |             |               |                       |                         | 5,811.39  |
| Buckley            | James              | Hillmorton                   | 691.14          |                        |                   |                           |                             |             |               | 34.84                 |                         | 725.98    |
| Butlin             | Peter              | Admirals & Cawston           | 6,492.00        |                        |                   |                           |                             |             |               |                       |                         | 6,492.00  |
| Cade               | Christopher        | Bilton                       | 6,492.00        | 71.32                  |                   | 69.75                     |                             |             |               | 119.88                |                         | 6,752.95  |
| Coles              | Andrew             | Newbold & Brownsover         | 691.14          |                        |                   |                           |                             |             |               |                       |                         | 691.14    |
| Crane              | Emma               | Leam Valley                  | 6,492.00        |                        |                   |                           |                             |             |               |                       |                         | 6,492.00  |
| Cranham            | David              | Hillmorton                   | 5,811.39        |                        |                   |                           |                             |             |               |                       |                         | 5,811.39  |
| Dodd               | Richard            | Paddock                      | 691.14          | 446.50                 |                   |                           |                             |             |               |                       |                         | 1,137.64  |
| Douglas            | Timothy            | Paddock                      | 5,811.39        |                        |                   |                           |                             |             |               |                       |                         | 5,811.39  |
| Dudfield           | Paul               |                              |                 | 3,127.92               |                   |                           |                             |             |               |                       |                         | 3,127.92  |
| Dumbleton          | Carie-Anne         | Rokeyby & Overslade          | 5,811.39        |                        |                   |                           |                             |             |               |                       |                         | 5,811.39  |
| Edwards            | Claire             | Newbold & Brownsover         | 6,492.00        | 3,246.00               |                   |                           |                             | 113.00      |               | 406.80                |                         | 10,257.80 |
| Ellis              | David              | Wolston & the Lawfords       | 6,492.00        |                        |                   |                           |                             |             |               |                       |                         | 6,492.00  |
| Eves               | John               |                              |                 | 1,333.20               |                   |                           |                             |             |               |                       |                         | 1,333.20  |
| Garcia Maures      | Belinda            | Revel & Binley Woods         | 6,492.00        |                        |                   |                           |                             |             |               |                       |                         | 6,492.00  |
| Gillias            | Anthony            | Revel & Binley Woods         | 6,492.00        |                        |                   |                           |                             |             |               | 406.80                |                         | 6,898.80  |
| Hunt               | Leigh              | Clifton, Newton & Churchover | 6,492.00        | 5,398.75               |                   |                           |                             |             |               | 323.76                | 538.47                  | 12,752.98 |
| Keeling            | Dale               | Eastlands                    | 6,492.00        |                        |                   | 40.95                     |                             |             |               | 532.69                |                         | 7,065.64  |
| Lawrence           | Kathryn            | Hillmorton                   | 6,492.00        | 3,787.56               |                   |                           |                             |             |               |                       |                         | 10,279.56 |
| Lewis              | Bill               | Rokeyby & Overslade          | 6,492.00        |                        |                   |                           |                             |             |               |                       |                         | 6,492.00  |
| Mahoney            | Thomas             | Benn                         | 6,492.00        |                        |                   |                           |                             |             |               | 406.80                |                         | 6,898.80  |
| Mistry             | Ish                | New Bilton                   | 6,492.00        |                        |                   |                           |                             |             |               |                       |                         | 6,492.00  |
| Nash               | Marion             | Rokeyby & Overslade          | 6,492.00        |                        |                   |                           |                             |             |               | 80.04                 |                         | 6,572.04  |
| New                | Noreen             | Paddock                      | 6,492.00        |                        |                   |                           |                             |             |               | 473.71                |                         | 6,965.71  |
| O'Rourke           | Margaret           | Benn                         | 6,492.00        |                        |                   |                           |                             |             |               | 213.31                |                         | 6,705.31  |
| Pacey-Day          | Christopher        | Wolvey & Shilton             | 6,492.00        |                        |                   |                           |                             |             |               |                       |                         | 6,492.00  |
| Parker             | Lisa               | Bilton                       | 6,492.00        | 5,409.96               | 466.06            |                           |                             |             |               | 373.29                | 104.00                  | 12,845.31 |
| Poole              | Derek              | Wolston & the Lawfords       | 6,492.00        | 1,185.53               |                   | 184.50                    |                             | 28.00       |               | 324.00                | 323.19                  | 8,537.22  |



| Councillor Surname | Councillor Forename | Ward                 | Basic Allowance   | Special Resp Allowance | Carers' Allowance | Mileage NT / Rugby Casual | Passenger NT / Rugby Casual | Travel-Conf   | Travel Normal | Broadband & Landlines | Tablets & Mobile Phones | Total             |
|--------------------|---------------------|----------------------|-------------------|------------------------|-------------------|---------------------------|-----------------------------|---------------|---------------|-----------------------|-------------------------|-------------------|
| Robbins            | Carolyn             | Coton & Boughton     | 6,492.00          | 5,231.15               |                   |                           |                             | 76.60         |               | 255.24                | 234.00                  | 12,288.99         |
| Roberts            | Deepah              | Dunsmore             | 6,492.00          |                        |                   |                           |                             |               |               |                       |                         | 6,492.00          |
| Roberts            | Howard              | Dunsmore             | 6,492.00          | 3,246.00               |                   | 110.25                    | 4.20                        | 44.80         |               | 115.60                |                         | 10,012.85         |
| Roodhouse          | Susan               | Eastlands            | 6,492.00          |                        |                   |                           |                             |               |               |                       |                         | 6,492.00          |
| Roodhouse          | Jerry               | Paddock              | 6,492.00          | 2,706.00               |                   |                           |                             |               |               | 322.68                |                         | 9,520.68          |
| Sandison           | Neil                | Eastlands            | 6,492.00          |                        |                   |                           |                             |               |               | 418.02                |                         | 6,910.02          |
| Shera              | James               | Benn                 | 6,492.00          |                        |                   |                           |                             |               |               | 520.22                |                         | 7,012.22          |
| Simpson-Vince      | Jill                | Coton & Boughton     | 6,492.00          | 3,288.66               | 113.05            |                           |                             |               |               |                       |                         | 9,893.71          |
| Srivastava         | Ramesh              | Newbold & Brownsover | 6,492.00          |                        |                   |                           |                             |               |               | 288.00                |                         | 6,780.00          |
| Stokes             | Michael             | Admirals & Cawston   | 6,227.04          | 17,152.80              |                   |                           |                             |               |               | 406.25                | 104.00                  | 23,890.09         |
| Taylor             | Helen               | Coton & Boughton     | 5,078.42          | 596.26                 |                   |                           |                             |               |               |                       | 125.00                  | 5,799.68          |
| Timms              | Heather             | Revel & Binley Woods | 6,492.00          | 5,409.96               |                   |                           |                             | 39.00         |               |                       |                         | 11,940.96         |
| Watson-Merret      | Carolyn             | Dunsmore             | 6,492.00          |                        |                   |                           |                             |               |               | 461.83                |                         | 6,953.83          |
| Williams           | Mark                | Admirals & Cawston   | 6,492.00          |                        |                   |                           |                             |               |               | 637.34                |                         | 7,129.34          |
| <b>Total</b>       |                     |                      | <b>269,984.22</b> | <b>63,892.57</b>       | <b>579.11</b>     | <b>598.50</b>             | <b>4.20</b>                 | <b>301.40</b> | <b>2.30</b>   | <b>7,934.70</b>       | <b>1,553.66</b>         | <b>344,850.66</b> |

## Special Responsibilities

1 April 2016 – 31 March 2017

The scheme also entitles those Members undertaking special responsibilities to be paid a special responsibilities allowance, subject to any part-year provisions.

|                                 |  |
|---------------------------------|--|
| <b>Cllr M Stokes</b>            | Leader of the Council, Leader of the Conservative Group, Chairman of Cabinet   |
| <b>Cllr Leigh Hunt</b>          | Sustainable Inclusive Communities*/Communities and Homes** Portfolio Holder    |
| <b>Cllr Mrs L A Parker</b>      | Sustainable Environment*/Environment and Public Realm** Portfolio Holder       |
| <b>Cllr Ms Robbins</b>          | Resources and Corporate Governance*/Corporate Resources** Portfolio Holder     |
| <b>Cllr Helen Taylor</b>        | Resources and Corporate Governance Portfolio Holder 2015/16                    |
| <b>Cllr Mrs H M Timms</b>       | Economy, Development and Culture*/Growth and Investment** Portfolio Holder     |
| <b>Cllr Claire Edwards</b>      | Leader of the Labour Group, Chairman of Brooke Overview and Scrutiny Committee |
| <b>Cllr J M Roodhouse</b>       | Leader of the Liberal Democrat Group   |
| <b>Cllr D Poole</b>             | Chairman of Appeals Committee 2016/17  |
| <b>Cllr C Cade</b>              | Chairman of Appeals Committee 2015/16  |
| <b>Cllr Miss K M Lawrence</b>   | Chairman of Licensing and Safety Committee                                     |
| <b>Cllr Mrs J Simpson-Vince</b> | Chairman of Planning Committee   |
| <b>Cllr H D Roberts</b>         | Chairman of Whittle Overview and Scrutiny Committee                            |
| <b>Cllr Mrs S Bragg</b>         | Mayor 2016/17  |
| <b>Cllr R Dodd</b>              | Mayor 2015/16  |
| <b>Mr P Dudfield</b>            | Chairman of Audit and Ethics Committee   |
| <b>Mr J Eves</b>                | Vice-Chairman of Audit and Ethics Committee                                    |

Councillors are not entitled to claim more than one special responsibility allowance. If a member holds more than one post in receipt of a special responsibility allowance, the higher allowance is assumed.

\* Titles of portfolios until end of 2015/16 municipal year

\*\* Titles of portfolios with effect from 2016/17 municipal year

***AGENDA MANAGEMENT SHEET***

|                                       |   |
|---------------------------------------|---|
| <b>Report Title:</b>                  | Treasury Management 2016/17 - Annual Report   |
| <b>Name of Committee:</b>             | Cabinet   |
| <b>Date:</b>                          | 26th June 2017  |
| <b>Report Director:</b>               | Head of Corporate Resources and Chief Financial Officer   |
| <b>Portfolio:</b>                     | Corporate Resources   |
| <b>Ward Relevance:</b>                | All   |
| <b>Prior Consultation:</b>            | Treasury Management Strategy 2016/17 - 2018/19 Cabinet February 2016  |
| <b>Contact Officer:</b>               | Mannie Ketley – Head of Corporate Resources and Chief Financial Officer<br>Tel: (01788) 533420  |
| <b>Public or Private:</b>             | Public  |
| <b>Report subject to Call-In:</b>     | Yes   |
| <b>Report En-Bloc:</b>                | Yes   |
| <b>Forward Plan:</b>                  | Yes   |
| <b>Corporate Priorities:</b>          | This report does not specifically relate to any Council priorities, but should be considered by Cabinet for the following reasons:<br><br>To comply with the Code of Practice |
| <b>Statutory / Policy Background:</b> | The Council's Treasury Management activities are strictly regulated by the Local Government Act 2003 and the CIPFA Code of Practice on Treasury Management.                   |

|                                      |   |
|--------------------------------------|---|
| <b>Summary:</b>                      | The report sets out the Treasury Management activities for 2016/17.   |
| <b>Financial Implications:</b>       | The report ensures that Cabinet is aware of the final Treasury Management position for 2016/17.   |
| <b>Risk Management Implications:</b> | There are no risk management implications for this report   |
| <b>Environmental Implications:</b>   | There are no environmental implications for this report   |
| <b>Legal Implications:</b>           | There are no legal implications for this report   |
| <b>Equality and Diversity:</b>       | There are no equality and diversity implications for this report  |
| <b>Options:</b>                      | 1: As this report complies with the Treasury Management Code of Practice, which was approved by Council, no other options have been considered.   |
| <b>Recommendation:</b>               | <ol style="list-style-type: none"> <li>1) The Treasury Management report for 2016/17 be considered; and</li> <li>2) The actual treasury management indicators (Appendix A) be noted.</li> </ol> |
| <b>Reasons for Recommendation:</b>   | To comply with the Code of Practice   |

**Cabinet - 26th June 2017**

**Treasury Management 2016/17 - Annual Report**

**Report of the Head of Corporate Resources and Chief Financial Officer**

**Recommendation**

- 1) The Treasury Management report for 2016/17 be considered; and
- 2) The actual treasury management indicators (Appendix A) be noted.

**1.1 INTRODUCTION**

The annual Treasury Management Report is a requirement of the Council's reporting procedures; and a cornerstone of the CIPFA Code of Practice on Treasury Management in the Public Services. This report covers the treasury activities for the financial year 2016/17.

Part of the Council's treasury activity is to address any borrowing need, either through borrowing from external bodies, or utilising temporary cash resources available within the Council. The wider treasury activities also include managing the Council's cash flows, its existing borrowing activities, and investment of surplus funds. These activities are structured to manage risk foremost, and then to optimise performance.

**1.2 ECONOMIC REVIEW**

The UK GDP annual growth rates in the period 2013 to 2016 have all been the top rate, or near top rate, of any of the G7 countries in every year. It is particularly notable that this UK performance was repeated in 2016 when the Bank of England had forecast in August that growth would be near to zero in the second half of the year due to the economic shock it expected from the result of the Brexit referendum. However, it has had to change its mind and in its February 2017 Inflation Report, the Bank again upgraded its forecasts for growth in 2017 and 2018 to 2.0% and 1.6%. Nonetheless, it also expects inflation to accelerate towards nearly 3% over the period as increases in costs as a result of the fall in the value of sterling since the referendum feed through into the economy. This fall has been steepest against the US dollar where its value has fallen 17%. Provided those cost pressures do not generate significantly higher domestic inflation within the UK, the MPC is expected to 'look though' this one off blip upwards in inflation. Wage inflation, which is a key driver of domestically generated price pressures, is currently subdued.

GDP growth in the US has been highly volatile in 2016 but overall mediocre, at an average of 1.6% for the year. However, it is expected to gather momentum looking ahead, especially if President Trump is able to get Congressional support for his promised fiscal stimulus package. The Fed has, therefore, started on the upswing in rates now that the economy is at or around “full employment” and inflationary pressures have been building to exceed its 2% target. It has, therefore, raised rates three times, with the last two following quickly on one another in December 2016 and March 2017. Two or three more increases are expected in 2017 and possibly four in 2018.

Growth in the EU has improved in 2016, to 1.7%, after the European Central Bank (ECB) cut rates into negative territory and embarked on massive quantitative easing during the year. Growth is expected to subside to around 1.3% in 2017 and the ECB is currently committed to continuing major monthly quantitative easing purchases of debt instruments throughout the whole of 2017 in order to stimulate growth and to get inflation up to its 2% target.

There remain major concerns about various stresses within the EU; these could even have the potential to call into question the EU project. National elections in 2017 in France and Germany are major stress points, as is dealing with the unsustainable levels of national debt in Greece in the face of implacable opposition from Germany to any further bail out. High levels of unemployment in some EU countries and the free movement of people within the EU, together with the EU’s fraught relationship with Turkey in controlling such people movements, are also major stress issues. On top of which the EU will also have dealing with the UK triggering Article 50 in March 2017 to start the process of leaving the EU.

### 1.3 THE COUNCIL’S CAPITAL EXPENDITURE AND FINANCING 2016/17

This forms one of the required prudential indicators, and shows total capital expenditure for the year and how this was financed.

|  | 2016/17<br>Actual<br>£'000 | 2016/17<br>Estimate<br>£'000 |
|--|----------------------------|------------------------------|
| Total capital expenditure              | 10,465                     | 9,126                        |
| Resourced by:                          |                            |                              |
| Capital receipts                       | 267                        | 608                          |
| Capital grants and other contributions | 865                        | 425                          |
| Capital reserves                       | 5,309                      | 5,188                        |
| Revenue                                | 1,313                      | 101                          |
| <b>Unfinanced capital expenditure</b>  | <b>2,711</b>               | <b>2,804</b>                 |

\*Full details of capital expenditure and explanations of variances from budget can be found within the Financial and Performance Monitoring Outturn Report also included on this agenda

The Council undertakes capital expenditure on long term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need (although this does result in a loss of interest on resources which would otherwise be invested); or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need (unfinanced capital expenditure, therefore resulting in an increase in interest costs and eventual loan repayment)

#### 1.4 THE COUNCIL'S OVERALL BORROWING NEED

The Council's underlying need to borrow is called the Capital Financing Requirement (CFR). This figure is a gauge for the Council's debt position and represents 2016/17 and historic net capital expenditure which has not yet been charged to revenue. The process for charging the capital expenditure to revenue is a statutory requirement and is called the Minimum Revenue Provision (MRP)\*. The Council has the option to charge more than the statutory MRP each year through Voluntary Revenue Provision (VRP). The Council's CFR for the year is shown below, and represents a key prudential indicator. The total CFR can also be reduced by the application of additional capital resources (such as unapplied capital receipts.)

\*In effect this is the amount required to be set aside for the eventual loan repayment

| <b>Capital Financing Requirement</b>        | <b>31 March 2017 Actual<br/>£'000</b> | <b>31 March 2017 Original Indicator<br/>£'000</b> |
|---|---------------------------------------|---|
| Opening balance 1 <sup>st</sup> April 2016  | 91,503                                | 91,359  |
| Plus unfinanced capital expenditure         | 2,711                                 | 2,804   |
| Less MRP/Repayment of Loan                  | 7,668                                 | 8,198   |
| Closing balance 31 <sup>st</sup> March 2017 | 86,546                                | 85,965  |

This table demonstrates that the Council's long-term borrowing need has increased from that predicted at the beginning of 2016/17. This is predominantly related to:

- A reduction in the level of voluntary repayment provision from the Housing Revenue Account (HRA) following the imposition of a 1% reduction in rents and the subsequent need to restructure the Council's HRA debt repayment schedule.

Current and future estimated MRP and interest costs (updated from the most recent General Fund and HRA Medium Term Financial Plans) are detailed in the table below:

|   | 2017/18<br>£'000 | 2018/19<br>£'000 | 2019/20<br>£'000 |
|---|------------------|------------------|------------------|
| MRP/VRP (Debt repayments)                   | 6,705            | 6,559            | 6,316            |
| Net Cost of Borrowing (Interest repayments) | 2,154            | 2,068            | 1,951            |
| Total Revenue Implications                  | 8,859            | 8,627            | 8,567            |

The table shows a falling charge to revenue of direct capital expenditure based on current schemes and forecast programme costs.

### 1.5 TREASURY POSITION AT 31<sup>st</sup> MARCH 2017

The table below shows a snapshot of the Council's position as at 31<sup>st</sup> March 2017 (not for the whole of 2016/17) compared with the previous year. This situation will of course change daily as investments are adjusted to meet cash flow requirements. The results for the year as a whole are shown below in 1.7.

|                                      | 31/03/2017     |                  | 31/03/2016    |                  |
|--------------------------------------|----------------|------------------|---------------|------------------|
|                                      | £'000          | Average Rate (%) | £'000         | Average Rate (%) |
| Borrowings:                          |                |                  |               |                  |
| PWLB                                 | 50,521         | 2.4              | 57,521        | 2.3              |
| Money Market                         | 13,700         | 3.7              | 13,700        | 3.8              |
| Local Authorities                    | 37,000         | 1.2              | 25,000        | 1.7              |
| <b>Total Debt Outstanding</b>        | <b>101,221</b> | <b>2.3</b>       | <b>96,221</b> | <b>2.3</b>       |
| Investments:                         |                |                  |               |                  |
| In house                             | 56,770         | 1.0              | 40,770        | 1.2              |
| Fund Manager                         | 0              | 0                | 0             | 0                |
| <b>Total Investments Outstanding</b> | <b>56,770</b>  | <b>1.0</b>       | <b>40,770</b> | <b>1.2</b>       |

(PWLB = Public Works Loan Board)

### 1.6 BORROWING IN THE YEAR:

The movement in outstanding debt was £5.000m (including temporary borrowing) as shown below:

|   | £'000          |
|---|----------------|
| Debt outstanding at 1 <sup>st</sup> April 2016        | 96,221         |
| Borrowing in year                                     | 25,100         |
| Repayments in year (temporary borrowing)              | 20,100         |
| <b>Debt Outstanding at 31<sup>st</sup> March 2017</b> | <b>101,221</b> |

### 1.7 INVESTMENTS IN THE YEAR

#### 1.7.1 Internally Managed Investments



The net movement in the year was an increase of £9.995m as shown below:

|  | <b>£'000</b>  |
|--|---------------|
| Opening Balance at 1 <sup>st</sup> April 2016        | 40,775        |
| Investments in year                                  | 120,235       |
| Repayments in year                                   | 110,240       |
| <b>Closing balance at 31<sup>st</sup> March 2017</b> | <b>50,770</b> |

Note that investments made and subsequent repayments received result from daily short-term activities.

### 1.7.2 Investment Performance for 2016/17

The returns achieved through the investment strategy undertaken by the Council are shown below:

|                       | Average<br>Investment | Rate of<br>Return (Net<br>of Fees) | Benchmark<br>Return (7<br>Day LIBID<br>Rate) | Original<br>Estimate |
|-----------------------|-----------------------|------------------------------------|--|----------------------|
|                       | £m                    | %                                  | %  | %                    |
| Internally<br>managed | 60.271                | 0.98                               | 0.33   | 0.36                 |

## TREASURY MANAGEMENT INDICATORS 2016/17

### 1. Security: average credit rating

To measure the security of its portfolio, the council compares the historic risk of default of its investments against a maximum target rate.

As an example, *based on historic data*, a AAA (least risk) rated investment has 0% chance of default within 1 year and a 0.05% chance of default within 3 years. A BBB+ (most risk) rated investment has a 0.24% chance of default within 1 year and a 1.21% chance of default within 3 years.

|                          | Target         | Actual |
|--------------------------|----------------|--------|
| Historic risk of default | 0.25%<br>(max) | 0.025% |

### 2. Interest rate exposures

This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as an amount of net principal borrowed (or proportion of net principal borrowed, or an amount of net interest paid, or a proportion of net interest paid) will be:

|   | Target<br>£'000 | Actual<br>£'000 |
|---|-----------------|-----------------|
| Upper limit on fixed interest rate exposures    | 111,000         | 50,451          |
| Upper limit on variable interest rate exposures | 0               | -50,770         |

### 3. Maturity structure of borrowing

This indicator is set to control the Council's exposure to refinancing risk – that all borrowing falls due for repayment at the same time. The maturity structure of fixed rate borrowing was:

|                                 | Upper<br>Limit | Lower<br>Limit | Actual |
|---------------------------------|----------------|----------------|--------|
| Under 12 months <sup>1</sup>    | 20             | 0%             | 16     |
| 12 months and within 24 months  | 30             | 0%             | 23     |
| 24 months and within five years | 60             | 0%             | 36     |
| Five years and within 10 years  | 60             | 0%             | 19     |
| 10 years to 20 years            | 75             | 0%             | 1      |
| 20 years to 30 years            | 75             | 0%             | 1      |
| 30 years to 40 years            | 75             | 0%             | 0      |
| 40 years +                      | 75             | 0%             | 4      |

<sup>1</sup> Includes temporary borrowing for cash flow purposes

The maturity date of borrowing is the earliest date on which the lender can demand repayment.

4. Principal sums invested for periods longer than 364 days

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. It is used in conjunction with the liquidity indicator to ensure sufficient cash resources are available without penalty during the short to medium term. The total principal sums invested to final maturities beyond the year end were:

|   | 2016/17 | 2017/18 | 2018/19 |
|---|---------|---------|---------|
| Limit on principal invested beyond year end | £10m    | £10m    | £10m    |
| Actual principal invested beyond year end   | £10m    | £8m     | £6m     |

Name of Meeting:  
Cabinet

Date of Meeting:  
26th June 2017

Subject Matter:  
Treasury Management 2016/17 - Annual Report

Originating Department:

## List of Background Papers

| Document No. | Date | Description of Document | Officer's Reference | File Reference |
|--------------|------|-------------------------|---------------------|----------------|
| 1.           |      |                         |                     |                |

\* The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

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\* Exempt information is contained in the following documents:

| Document No. | Relevant Paragraph of Schedule 12A |
|--------------|------------------------------------|
|--------------|------------------------------------|

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\* There are no background papers relating to this item.

(\*Delete if not applicable)

***AGENDA MANAGEMENT SHEET***

**Report Title:** Driving Assessments for Dual Driver's Licences

**Name of Committee:** Cabinet

**Date:** 26th June 2017

**Report Director:** Head of Environment and Public Realm

**Portfolio:** Environment and Public Realm

**Ward Relevance:** All wards

**Prior Consultation:** Licensing and Safety Committee

**Contact Officer:** David Burrows, Regulatory Services Manager Tel: 01788 533806

**Public or Private:** Public

**Report subject to Call-In:** Yes

**Report En-Bloc:** Yes

**Forward Plan:** No

**Corporate Priorities:** This report relates to the following priority(ies):  
ENVIRONMENT AND PUBLIC REALM - Protect the public  
Licensed drivers must be 'fit and proper persons' under the provisions of the Local Government (Miscellaneous Provisions) Act 1976, and the Town Police Clauses Act 1847.

**Statutory / Policy Background:** The Council's policy currently requires all new licence applicants to pass the Driving and Vehicle Standards Agency (DVSA) driving test prior to being granted a licence. The policy also provides for

existing drivers to be required to take the DVSA test as a disciplinary measure.

**Summary:**

As the DVSA no longer offer a taxi driving test, the Council must consider the options for providing a similar test. The taxi driving test is considered an important feature of the licensing process and this report outlines the current situation and provides a mechanism to approve alternative tests/providers.

**Financial Implications:**

There are no financial implications arising from this report. The costs of the course/test are borne by applicants and drivers.

**Risk Management Implications:**

The Council must review and update policies as appropriate to ensure fitness for purpose.

**Environmental Implications:**

There are no environmental implications arising from this report.

**Legal Implications:**

There are no additional legal implications other than the requirement, of absolute importance, of ensuring that all applicants and licensed drivers are 'fit and proper persons' as stated in law.

**Equality and Diversity:**

There are no equality and diversity implications for this report

**Options:**

- (1) to agree the recommendations of the Special Licensing and Safety Committee held on 11 May 2017; or
- (2) to not agree the recommendations made by the Special Licensing and Safety Committee held on 11 May 2017.

- (1) All new applicants for dual drivers licences (and existing drivers subject to a licence review as appropriate) be required to pass a suitable taxi driving test of a similar standard to the previous Driving and Vehicle Standards Agency (DVSA) test from an approved provider;
- (2) the Blue Lamp Trust and Green Penny be approved as taxi driving test providers in Rugby and;
- (3) delegated authority be given to the Head of Environment and Public Realm, in conjunction with the Chairman or Vice Chairman of the Licensing and Safety Committee, to approve any further driving tests and/or providers and to remove or amend any tests/providers as considered appropriate.

**Recommendation:**

**Reasons for Recommendation:**

A taxi driving assessment is an important part of the licence process, and an efficient approval process is required to approve tests and providers.



Cabinet - 26th June 2017

Driving Assessments for Dual Driver's Licences

Report of the Licensing and Safety Committee

**Recommendation**

- (1) All new applicants for dual drivers licences (and existing drivers subject to a licence review as appropriate) be required to pass a suitable taxi driving test of a similar standard to the previous Driving and Vehicle Standards Agency (DVSA) test from an approved provider;
- (2) the Blue Lamp Trust and Green Penny be approved as taxi driving test providers in Rugby and;
- (3) delegated authority be given to the Head of Environment and Public Realm, in conjunction with the Chairman or Vice Chairman of the Licensing and Safety Committee, to approve any further driving tests and/or providers and to remove or amend any tests/providers as considered appropriate.

**1. BACKGROUND**

Under sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976, the Council has a legal responsibility to ensure that all licensed drivers of private hire and hackney carriage vehicles are 'fit and proper persons'. In determining 'fit and proper' the Council takes into account, amongst other things, the applicant's previous criminal record (via the Disclosure and Barring Service) and driving record (via the DVLA).

Council Policy currently requires all new drivers and existing drivers, as a disciplinary measure, to pass the Driving and Vehicle Standards Agency (DVSA) test.

However, the DVSA no longer provide this test. They withdrew the test with effect from 31 December 2016 notifying Licensing Authorities across the country that they wished to 'focus on its core business of providing standard car driving tests to reduce current waiting times'. A copy of this notification is attached at **Annex 1**.

To ensure business continuity following the DVSA test being withdrawn, several other providers of a taxi driving assessment were able to offer a similar standard of driving test for new licence applicants in Rugby. This report now seeks approval to establish details of suitable alternative taxi driving tests and providers.

## **2. THE COUNCIL'S POLICY AND THE DVSA TEST**

The Council's Policy (2009) states, at section 6.5.2, that 'Rugby Council has decided that all new drivers must take and pass the Driving Standards Agency (now DVSA) test in order to be granted a licence.'

The Policy was updated in March 2012 (Wheelchair Accessibility Policy for Hackney Carriages Supplementary Policy document) which requires all drivers of wheelchair accessible hackney carriages to attend a training course on dealing with disabled passengers and to provide proof to the Council.

New drivers of wheelchair accessible hackneys are expected to receive training from the manufacturer, or the proprietor of the hackney vehicle (if the proprietor has been suitably trained), before using a wheelchair accessible hackney. The driver must then pass a training course on dealing with disabled passengers with 3 months of starting to drive a wheelchair accessible hackney carriage vehicle. The most common and popular course was the DVSA wheelchair test which of course is now no longer available.

On 9 September 2014 the Licensing Committee considered a report on a review of the DVSA test and decided that it should remain as part of the Council's licensing requirements. The policy also provides that existing licensed drivers, whom are subject to a review, may be required to pass the DVSA standard test within 6 months, or attend the RoSPA Driver Development Course within 3 months.

For Members' information there were 3 different tests available from the DVSA;

- Hackney / Private Hire saloon - this was the standard test;
- Hackney wheelchair enhanced - this was the standard test plus a wheelchair exercise for wheelchair accessible taxis;
- Wheelchair exercise only.

The Taxi and Private Hire Vehicle Best Practice Guidance issued by the Department for Transport in March 2010 states;

*'Many local authorities rely on the standard car driving licence as evidence of driving proficiency. Others require some further driving test to be taken. Local authorities will want to consider carefully whether this produces benefits which are commensurate with the costs involved for would-be drivers, the costs being in terms of both money and broader obstacles to entry to the trade. However, they will note that the Driving Standards Agency provides a driving assessment specifically designed for taxis.'*

Whilst it is not a legal requirement for new applicants to pass a taxi driving test, it is considered worthwhile and beneficial as part of the licensing process. Numerous other local authorities also consider it good practice.

## **3. ALTERNATIVE PROVIDERS OF A TAXI DRIVING TEST**

The letter from the DVSA suggests that Licensing Authorities may wish to rely upon

alternative tests/providers as a replacement for the assessment, although none were specified or suggested by the DVSA. In the absence of a single nationally recognised driving test or provider, it is proposed to maintain a list of suitable taxi driving tests and providers which are considered suitable for licensing purposes.

When assessing alternative driving tests and providers, the DVSA test has been used as a benchmark and it is expected that any other tests are of a similar level if they are to be approved. The DVSA test will continue to be included on the approved list in the event that any future applicants have already undertaken that particular assessment.

Two providers, namely the Blue Lamp Trust and Green Penny (see below and attached), have been able to provide taxi driving tests to new applicants in the interim since the DVSA stopped doing their test. Officers have been in discussions with both providers and are satisfied that they can both deliver a taxi driving test of a similar standard to the DVSA test.

**The Blue Lamp Trust** - the Blue Lamp Trust is a Police, Fire and Ambulance charitable organisation based in Eastleigh, Hampshire. They have a fleet of DVSA approved driving assessors based around the country, including Rugby, so the test is able to be carried out in the Rugby area. The Blue Lamp Trust are not currently providing a wheelchair test but have advised that they are looking to introduce this in the near future. Further information on the test provided by the Blue Lamp Trust is attached at **Annex 2**.

**Green Penny** - based in Dunstable but able to carry out the test locally as they too have a fleet of DVSA approved driving assessors around the country including Rugby. Further information on Green Penny is attached at **Annex 3**. Green Penny are able to provide a wheelchair test to applicants wishing to drive a wheelchair accessible vehicle.

It is now proposed that these providers are formally approved to deliver the taxi driving test. Officers have contacted several of our neighbouring Authorities and found that The Blue Lamp Trust and Green Penny are being widely used, and there have been no issues. Solihull, Stratford upon Avon and Warwick have approved both providers, and North Warwickshire have approved the Blue Lamp Trust. Coventry use in house driving assessors whilst Nuneaton and Bedworth don't currently require a driving test.

#### **4. CONCLUSION**

A taxi driving test is an important part of the drivers' licensing process and this report outlines the current situation. Members are asked to approve that all new applicants for dual drivers licences are required to pass a suitable taxi driving test (of a similar standard to the previous DVSA test) from an approved provider.

Delegated authority is sought to enable the Head of Environment and Public Realm to approve any new driving tests and/or providers and add them to the approved list, plus whether to remove or amend any tests/providers as appropriate. This will

provide for an efficient mechanism to approve alternative tests/providers. Applicants are of course able to choose which provider they wish to use for the test.

Further work is to be carried out by officers to consider and review the wheelchair test element, and general disability awareness issues in respect of the role of a licensed driver. This will involve discussions and consultation with a number of services and organisations including Rugby Disability Forum, Guide Dogs for the Blind, etc.

Name of Meeting:  
Cabinet

Date of Meeting:  
26th June 2017

Subject Matter:  
Driving Assessments for Dual Driver's Licences

Originating Department:  
Environment and Public Realm

### List of Background Papers

| Document No. | Date        | Description of Document                              | Officer's Reference | File Reference |
|--------------|-------------|--|---------------------|----------------|
| 1.           | Current     | Taxi Licensing Policy                                |                     |                |
| 2.           | 2010        | Best Practice Guidance from Department for Transport |                     |                |
| 3.           | 9 Sept 2014 | Report to Licensing Committee                        |                     |                |

\* The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

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Driver & Vehicle  
Standards  
Agency

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112 Upper Parliament Street  
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NG1 6LP

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[www.gov.uk/dvsa](http://www.gov.uk/dvsa)

31 August 2016

**DVSA Taxi Driver Assessments**

DVSA (and previously DSA) have been conducting Taxi Driver Assessments for participating Local Authorities since 1999. Demand has increased over the years, with a throughput in 2015-16 of approximately 23,000 and a forecast of 28,000 for the business year 2017-18.

These assessments now require considerable examiner resource, at a time when the demand for statutory tests is at an all-time high. The Agency is under pressure to reduce car test waiting times and in order to achieve this, we need to prioritise our activities.

Regrettably, a decision has been made to withdraw the provision of Taxi Assessments with effect from 31 December 2016. We understand that this will be a disappointment and inconvenience to those Local Authorities who currently require their taxi drivers to pass the DVSA assessment.

The Agency also recognises the road safety benefits of such an assessment; therefore, we would point out that there are potential providers such as road safety charities and Driving Instructor representative bodies, who may be interested in providing an alternative service. Details of these organisations can be easily obtained by submitting a general internet search.

Yours faithfully

**Neil Wilson**  
Head of Driver and Driver Training Policy



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ANNEX 2

# Taxi Driver Assessments



## Overview

The Blue Lamp Trust is a leading supplier to local authorities of driving assessment tests for taxi licence applicants and existing drivers. Candidates who pass the assessment will have demonstrated a high degree of driving competence allowing them to proceed with their application for a private hire or hackney licence.

## Benefits

- ▶ Assist local authorities with H&S compliance
- ▶ Reduce driving risk for driver and passengers
- ▶ Improve driving standards of taxi drivers
- ▶ Public peace of mind
- ▶ Proceeds use to secure the homes of the elderly and vulnerable under the "Bobby Scheme"

## Taxi Test Structure

The assessment consists of a driving licence and eyesight check followed by a 45 minute driving test across a variety of road types. Each candidate will be asked to perform 2 reversing manoeuvres and possibly an emergency stop. A maximum of 9 driving faults are allowed and a high level of driving competence is required to pass.

Successful candidates will be issued with a copy of their marking sheet and the relevant licensing authority issued with an e-certificate.

## Locations

We can deliver this training nationwide

## Booking

All bookings should be made online using the orange link above. For enquiries call the office on 0333 700 0157, Monday to Friday 09:30 - 15:00

## Testimonial

"I am writing to thank the whole company, especially Mr Mark Bentley on giving me a fair and just driving test. I have thankfully passed and Mr Bentley is doing a fantastic job. He was a great help and did his job how it is meant to be done!"

Mr Hussain from Stoke-on-Trent

## Book a Taxi Test Online

- £87 (Inclusive of VAT)
- 1 Hour Session
- 1:1 Assessments
- Suitable for Private Hire and Hackney Licence Applicants
- [View our guide on becoming a licensed taxi driver](#)
- [FAQ guide](#)

## You might also like...

Classroom Course

eLearning

Defensive Driving

Portsmouth City Council's Licensing Committee had previously received a report about road traffic incidents involving licensed drivers and other road users in Portsmouth including cyclists and pedestrians. As a consequence, the committee expressed a view that the possibility of driver training should be explored. Consequently, the committee received a report from their officers and a presentation from Mr David Watkins of The Blue Lamp Trust and unanimously resolved to introduce mandatory driver training with effect from July 2016.

The committee were impressed by both the evidenced skills and vision of The Blue Lamp Trust who are now recognised as a preferred local supplier of training in Portsmouth.




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## Taxi Driver Assessments FAQ Guide

### 1. How do you book an Assessment?

You can book on-line at <http://www.bluelamptrust.org.uk>.

### 2. Can I book an Assessment over the phone?

If you do not have access to the internet you can book over the phone by calling 0333 700 0157.

### 3. Is there a cost for an Assessment?

The cost of a Taxi Driver Assessment is £87.00.

### 4. When do I need to pay for the Assessment?

Payment is required at the time of booking.

### 5. What methods of payment are accepted?

Payment can only be made using a Credit or Debit card.

### 6. Is there a difference between an Assessment for a Hackney Licence and a Private Hire Licence?

No, the Assessment is the same whether you are applying for a Hackney or Private Hire Licence.

### 7. After I have booked on-line who will contact me?

You will be contacted by one of our Approved Assessors working in your local area to arrange a mutually convenient date, time and location for your assessment.

### 8. Where are your Test Centres located?

The Blue Lamp Trust does not have Test Centres. We have Approved Assessors located nationally who conduct Assessments from locations convenient to them and the candidate.

### 9. How long does it take for someone to contact me after I have booked on-line?

You will be contacted by an Approved Assessor within 2 working days.

### 10. How long does it take to schedule the Assessment after I have booked and paid?

We aim to complete Assessments within 15 working days of your booking.

### 11. I am not based in Southampton, so can I do an assessment local to me?

The Trust has Approved Assessors nationwide.

### 12. Will I have to travel to my Assessment location?

We aim to allocate an Assessor as near to you as possible, however you may be required to travel a short distance to meet the Assessor.

### 13. Can I only do an Assessments on certain days of the week?

Assessments are mainly conducted during working hours Monday to Friday however some Assessors may have evening and weekend availability.

### 14. Can I use my friend's vehicle if mine is off the road?

You can use any vehicle as long as you are insured to do so for the purpose of the Assessment, the vehicle is roadworthy and suitable for the purpose of the Assessment.

### 15. Can I arrange a time and date to suit me?

This will be agreed between yourself and the Assessor when they contact you.

### 16. Will I be notified on the day if I have been successful?

Yes, and you will receive a copy of your Assessment sheet.

### 17. When will I receive my pass certificate?

Your pass certificate is issued directly to your Local Licensing Authority. Certificates are not sent to the candidate.

### 18. What happens if I do not pass the Assessment, can I re-take?

Yes, you can re-take the Assessment by making a re-booking. The re-booking should be made on-line or over the phone.

### 19. How much is the cost of a re-booking?

All Assessments cost £87.00. There is no discount for a re-booking.

### 20. Is there a limit to the number of times I can re-take my Assessment?

Some Local Authorities restrict the number of attempts a driver can take at the Assessment. You should ask the Local Authority that you are applying to for clarification on this.

### 21. How long is the Assessment valid for?

There is no expiry on the certificate. It is at the discretion of the Local Authority that you are applying to.



**22. If I move area will my Assessment still be valid?**

This is at the Local Authorities discretion

**23. What do I do if I am not happy with my Assessment?**

The Blue Lamp Trust has a complaints procedure which you must follow. All complaints should be made in writing to [info@bluelamptrust.org.uk](mailto:info@bluelamptrust.org.uk) or to Blue Lamp Trust, c/o Police and Fire HQ, Leigh Road, Eastleigh, SO50 9SJ within 10 days of your Assessment.

**24. Can I take my Assessment in an automatic vehicle?**

You can take your Assessment in an automatic vehicle however you will only be licenced to drive an automatic vehicle not a manual. If you take your Assessment in a manual you will be licenced for both vehicle types.

**25. If I need to cancel my assessment will I still be charged?**

The terms and conditions of booking state that you must give 5 clear working days notice to cancel or change a booking. If less notice is given than this a refund will not be given.

**26. Do I need a UK driving licence?**

No, your licence must be valid but does not need to be a UK issued licence.

**27. What happens if there is a fault with my vehicle on the day?**

The car needs to be roadworthy if not the assessment will not take place and you will need to re-book for another date. Re-booking will incur the full fee.

**28. What do I need to bring with me for my Assessment?**

Driving Licence, photo ID if your licence does not include a photo, glasses or contact lenses if required and a suitable vehicle.

**29. What is a suitable vehicle?**

Your vehicle must be right-hand drive, less than 9 passenger seats, weigh no more than 3.5t, have 4 wheels and have head restraints in all seats and have an unobstructed rear window.

**30. Can I take my Assessment in a van?**

No, you must be able to see out of the rear windows.

**31. Can I take my Assessment at the weekend or in the evening?**

This is at your Assessor's discretion. Some Assessors are happy to work evenings and weekends.

**32. What if my assessment is cancelled due to no fault of my own?**

If there is inclement weather or the Assessor is unable to undertake your Assessment, it will be re-booked at the next available date. If this is not suitable a refund will be issued.

**33. Can I have an interpreter with me for the Assessment?**

Yes, if required. They may assist you during the briefing at the start of the Assessment and again at the end. During the Assessment they must remain quite in the rear of the vehicle.

**34. Who are the Blue Lamp Trust?**

We are a charitable organisation based in Hampshire. We offer driver training to generate an income for our Bobby Scheme which visits vulnerable and elderly people to help secure their homes free of charge.



The Blue Lamp Trust is a registered company in England and Wales  
 Reg'd Company number 07267846 and Reg'd Charity number 1137786 VAT reg number 110741266  
 Registered address: 1 London Road, Southampton, SO15 2AE

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# Guide on becoming a Licensed Taxi Driver

Licensing regulations for taxi drivers may differ from one licensing local authority to another. To learn about the exact licensing arrangements in the area you wish to operate as a taxi driver you should contact the relevant local authority.

All authorities will require you to have:

- ▶ A medical check, including an eyesight test. You will have to pay your doctor for this, as such check-ups are not free under current NHS regulations
- ▶ Criminal Records Office check.
- ▶ A current full car driving licence
- ▶ A fee for the issue of the licence.

## Taxi Driver Driving Assessment

Many (but not all) local authorities will require you take a taxi driving assessment, which will be carried out by a DVSA Approved Assessor. The test will require you to show a level of driving skill and ability associated with that of an experienced driver. You will also need to demonstrate a sound knowledge of the Highway Code.

The standard needed to pass the test will be higher than that of a learner driver taking the standard driving test and will take into account issues specifically related to taxi driving. The main focus of the test will be on road safety and the safe conveyance of passengers. Your passengers must feel safe at all times.

The driving test will last for around forty five minutes. You will have to drive on a wide range of roads and in a variety of road traffic conditions and this may include motorways and dual carriageways

## Manoeuvres

The test will require you to carry out 2 reversing manoeuvres from the following chosen by the assessor:

- ▶ A turn in the road.
- ▶ A left or right reverse from major to minor road
- ▶ Reversing into a car parking space (Bay Parking).
- ▶ Reversing into a space at the side of the road (Parallel Parking).

Manoeuvres must be made safely, under control and in accordance with the Highway Code.

You may also be required to conduct a "Controlled stop" of the vehicle.

Around 1 in 3 candidates will be asked to perform this exercise which assesses your ability to bring the car to a stop quickly under control.

## Stopping the vehicle

As this is common practice when driving a taxi the examiner will require you to perform two or three stops. You should:

- ▶ Pull up at a reasonable distance from the kerb where it is safe, legal and convenient.
- ▶ Apply the handbrake.
- ▶ Select neutral gear.
- ▶ Ensure there are no obstructions, such as a street light, that would stop a passenger opening the door.

## The Independent drive

Independent driving forms part of the practical driving test.

It requires the test candidate to drive without being given directions by the assessor by either following a series of street directions, following traffic signs, or a combination of both, for about ten minutes.

It doesn't matter if the candidate doesn't remember every direction, or if they go the wrong way - that can happen to the most experienced drivers. Independent driving is not a test of the candidates orientation and navigation skills, it is about being capable of making their own decisions whilst driving and how to safely navigate that route without prompts - this includes deciding when it's safe and appropriate to ask for confirmation about where they are going.

When taking the independent driving test

- ▶ If you need to ask the examiner for a reminder of the directions then do so. Once asked the examiner will confirm the route.
- ▶ If you go off-route your overall driving test result will not be affected unless you commit a driving fault. The examiner will also help you get back on the route so you can continue with independent driving.
- ▶ If there are poor or obscured traffic signs, the examiner will give directions until the next visible traffic sign.
- ▶ A detailed knowledge of the test route is not necessary.
- ▶ You cannot use a Sat-Nav.

Driving Assessment Marking

- ▶ The assessor will mark you as they would a learner driver taking the normal practical driving test. For more information check the DVSA website on driving tests.
- ▶ If you commit more than 9 minor driving faults you will fail, whereas a learner can score fifteen. You will also fail if you score one or more dangerous or serious faults.
- ▶ Driving Fault - a non-dangerous fault such as hesitating at a junction or not signalling or signalling too late.
- ▶ Serious Fault - a potentially dangerous incident has occurred or where a regular driving fault shows a serious or potentially dangerous weakness in the candidate's driving.
- ▶ Dangerous Fault - an incident that caused actual danger while driving.

Post Assessment

You will be given the result at the end of your assessment together with a full debrief of the drive. A copy of the test marking sheet will be issued to you and this will clearly state whether you have passed or failed.



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# Taxi Driving Assessment

## **Important Information (please read carefully)**

**For the test to take place you must;**

- Bring your driver's licence with you; this must be presented before the assessment.
- Your licence should be at your current address and in date.
- If you have the older style paper licence then you will need to bring an appropriate form of photo identification such as a passport.
- Eyesight must conform to current legislation (20m / 68ft) so if you require glasses /contact lenses then bring these with you.
- You must provide a vehicle for the assessment.
- The vehicle must be right hand drive, in a roadworthy condition and comply with current road legislation i.e. taxed, insured, and fit for purpose.
- Be punctual, if you are later than 5 minutes the test may be cancelled at the discretion of the examiner and you will still be charged.
- Appropriate footwear should be worn, for example, no flip flops, sandals or high heels.

## **The Assessment**

We recommend that candidates take a driving lesson with an approved driving instructor prior to attending the assessment.

Please allow 1 hour for the assessment. You will be asked 2 maintenance related questions (show me / tell me) and expected to drive for approximately 45 minutes on a variety of road types and be asked to perform 2 reversing manoeuvres with the possibility of an emergency stop. There will be a 10 to 15 minute debrief at which point you will be advised of the result.

A maximum of 9 driving faults are allowed. If you exceed 9 driving faults or commit a serious or dangerous fault, this will result in a failure.

Please note that if you take your assessment in an automatic you will not be licenced by your authority to drive a manual vehicle.

**You may cancel or change the appointment date up to 5 working days prior to the test without incurring costs, after which you will not receive a refund and there will be no discount for rebooking.**

We wish you luck with the assessment, if you require any further clarification or advice then please contact the office on 0300 777 0157.



Ian Rushton  
Rugby Borough Council  
Town Hall  
Evreux Way  
Rugby  
CV21 2RR

The Incuba  
Brewers Hill Road  
Dunstable  
LU6 1AA

0844 8702647  
greenpenny.co.uk  
info@greenpenny.co.uk

27<sup>th</sup> March 2017

Dear Ian,

**Taxi Driver Assessments – Alternative to DSVA Taxi Test**

Thank you for your request for further information on our taxi assessment service.

Since the sudden withdrawal of the DVSA taxi test, we are aware that many councils are looking for alternative providers as a direct replacement for this test. Green Penny currently provide this service to 31 councils around the country via our network of DVSA approved assessors. This includes Milton Keynes, Daventry, Northampton, Gloucester, South Gloucestershire and Aylesbury councils (a full list can be found on our website at the following link: <http://www.greenpenny.co.uk/taxi-driver-assessment>). We have an assessor working locally to Rugby who is ready to conduct assessments for Rugby council.

We have carried out several hundred assessments on behalf of the councils we are working with. We have an easy to use online booking system, designed to speed up our service for your applicants. There is no need for them to call us and/or wait for a date/time for an assessment – all available dates and times are on our online booking system and can be viewed online. The applicant can choose the most suitable date and time, and make payment for their assessment and receive immediate confirmation. Turnaround times for assessments are quite fast – at the time of writing this letter, assessments were available with your local assessor as early as 3<sup>rd</sup> April.

Our assessment has been designed to match the DVSA taxi test. We offer the same assessments (standard, enhanced and wheelchair) and assess applicants to exactly the same standard. In addition, we can work closely with you to provide you with any statistical data that you may require (e.g. forthcoming assessments arranged by your applicants, details of successful/unsuccessful assessments)

To see our easy to use booking system, please take a look here - <http://www.greenpenny.co.uk/taxi-assessment-booking-form>

If I can provide any further information at this stage, please let me know.

Yours faithfully,

A handwritten signature in black ink, appearing to be "AR" or similar initials, written in a cursive style.

Andrew O'Donnell  
Managing Director

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**BOOK YOUR TAXI  
ASSESSMENT**

## Taxi Driver Assessments

Some local authorities require that you pass a taxi driver test or assessment in order to drive a taxi or private hire vehicle. To find out if your local authority requires this please contact them directly. You should also check that we already work with your local authority to provide taxi driver assessments.

There are 3 types of assessment you can take:

- Standard Taxi Assessment
- Enhanced Assessment (Including Wheelchair Exercise)
- Wheelchair Upgrade Assessment

### Our Prices

|                        |               |                |
|------------------------|---------------|----------------|
| Standard Assessment:   | £80 (Mon-Fri) | £96 (Sat/Sun)  |
| Enhanced Assessment:   | £92 (Mon-Fri) | £112 (Sat/Sun) |
| Wheelchair Assessment: | £26 (Mon-Fri) | £32 (Sat/Sun)  |

### What does the assessment involve?

The assessment consists of:

#### An eyesight test

You must be able to read a number plate from a distance of 20 metres away (new style number plate) or 20.5 metres away (old style number plate). If you require the use of glasses or contact lenses to read the number plate, then you must also wear these during the driving assessment. If you fail the eyesight test, the rest of the test cannot go ahead and you will lose your fee. If you are taking the enhanced assessment you can still complete the wheelchair exercise.

#### Practical driving assessment

During the assessment, the assessor will ask you:

- to stop at the side of the road as if a passenger were entering or exiting the vehicle
- to carry out a manoeuvre, where you will be asked to turn the vehicle around to face in the opposite direction
- to drive for approximately 10 minutes without being given turn-by-turn directions
- questions from the Highway Code
- related questions

You may also be asked to carry out an emergency stop.

You will pass the assessment if you make 9 or fewer driving faults, unless you accumulate a number of faults in one area. No serious or dangerous faults are allowed.

#### Wheelchair Exercise

If you choose to take the enhanced assessment, you will need to carry out the wheelchair exercise. You will need to bring a wheelchair accessible vehicle. During this exercise you will need to show that you can:

- safely load and unload the wheelchair in and out of your vehicle
- secure the wheelchair in your vehicle using the wheelchair brakes and also release it

- fasten the seat belts or safety harness
- secure any wheel belts or clamps fitted to your vehicle

### Vehicle Requirements

Your vehicle must:

- be insured for the purposes of a driving test/assessment
- be taxed
- have a current, valid MOT (if over 3 years old)
- be roadworthy
- have no tyre damage and all tread depths must be above the legal limit (you cannot use a space saver tyre on the assessment)
- have no warning lights showing
- be smoke free - you cannot smoke on the assessment or have been smoking in the vehicle prior to the assessment
- be able to reach at least 62 mph and have a mph speedometer
- have 4 wheels and a maximum authorised mass of no more than 3.500kg
- a passenger seat belt and head restraint for the assessor

**If your vehicle does not meet the above requirements, your assessment will not go ahead and you will lose your assessment fee.**

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### What you must bring to the assessment

- your driving licence
- if you have the old style (non-photocard) licence, then you must also bring a valid passport

### Passing your assessment

When you pass your assessment you will be given a pass certificate and a copy of the assessment paperwork. You will also be offered a verbal debrief from the assessor.

### Failing the assessment

If you do not pass, you will be given a copy of the assessment paperwork and offered a verbal debrief from the assessor.

### Prices are as follows:

#### **Standard Assessment (Hackney or Private Hire):**

Weekdays: £80.00

Weekends: £96.00

#### **Enhanced Assessment (Wheelchair Accessible Vehicles):**

Weekdays: £92.00

Weekends: £112.00

#### **Wheelchair Exercise:**

Weekdays: £26.00

Weekends: £32.00

[To book your assessment please fill in our booking form by clicking here.](#)

### Amending or cancelling your assessment

You can easily amend or cancel your assessment once it has been booked. Please email [admin@greenpenny.co.uk](mailto:admin@greenpenny.co.uk) to do this. Please ensure you give enough notice to amend or cancel - you must give at least 4 clear working days notice so that you don't lose your fee (working days = Monday to Friday, not including bank holidays. 4 clear working days, does not include the day you inform us you would like to cancel or the date of the assessment).

### Have you had an assessment and wish to appeal?

[Please click here to fill in our appeal form](#)

## Are you a local authority looking for an alternative to the DVSA Private Hire and Hackney Carriage Assessment?

Since the withdrawal of the DVSA taxi test many local authorities are struggling to meet demand for their new driver applicants and are looking for alternative arrangements. Green Penny can assist by providing an assessment service for applicants that meets the same strict requirements laid out by the DVSA.

Our assessment process ensures that drivers are able to demonstrate:

- that their eyesight meets the legal requirements
- a safe standard of driving
- a manoeuvre where they will be asked to turn their vehicle around to face the opposite direction
- around 10 minutes of driving without being given turn-by-turn instructions
- a stop at the side of the road as if a passenger is getting in or out
- their knowledge on related questions, such as what to do if a passenger leaves property in their vehicle
- their knowledge on questions from the Highway Code and identifying traffic signs and road markings
- an emergency stop (they may be asked to carry this out)

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Where an enhanced assessment is required the driver will also be assessed on their ability to:

- safely load and unload a wheelchair in their vehicle
- use the wheelchair brakes to secure and release it
- fasten the seatbelts or safety harness
- secure and wheel belts or clamps fitted to the vehicle

The assessment is designed to match the assessment that is being phased out by the DVSA therefore ensuring that local authorities maintain the consistency they have experienced with the DVSA assessment. A certificate will be provided on completion of the assessment which will provide the local authority with the confirmation needed to meet their current requirements.

To make arrangements for us to assess your applicants [contact us now](#)

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Save money AND reduce carbon emissions. Why not put your drivers through an eco-driving course? #SavingYourBusiness <https://t.co/CbRX56klmE322> 322 days ago

Did you know that drivers averaging 10,000 miles PA have a 1 in 7 chance of having a collision? How will you reduce the risk your drivers?over a year ago

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| Last Name *          |                      |
| <input type="text"/> | <input type="text"/> |





Please direct your applicants to the following link to book their taxi assessment with us:

<http://www.greenpenny.co.uk/taxi-assessment-booking-form>

All available appointments are on our online booking system - we would prefer applicants to book online rather than call.

Where an applicant is successful on their assessment, they will be issued with a certificate. Each certificate contains a unique number - we can confirm the validity of a certificate where required.

Our assessment fees are as follows:

|                      |  |
|----------------------|--|
| Standard Assessment: | £80.00 (Weekday daytimes)<br>£96.00 (Evenings and weekends)  |
| Enhanced Assessment: | £92.00 (Weekday daytimes)<br>£112.00 (Evenings and weekends) |
| Wheelchair exercise: | £26.00 (Weekday daytimes)<br>£32.00 (Evenings and weekends)  |

If you would like to discuss any aspect of the assessment please call our Training Director, Sam Ghailan on 07921 179997

***AGENDA MANAGEMENT SHEET***

**Report Title:** Mandatory Safeguarding Training for Hackney Carriage and Private Hire Drivers

**Name of Committee:** Cabinet

**Date:** 26th June 2017

**Report Director:** Head of Environment and Public Realm

**Portfolio:** Environment and Public Realm

**Ward Relevance:** All Wards

**Prior Consultation:** Licensing and Safety Committee

**Contact Officer:** David Burrows, Regulatory Services Manager Tel: 01788 533806

**Public or Private:** Public

**Report subject to Call-In:** Yes

**Report En-Bloc:** Yes

**Forward Plan:** No

**Corporate Priorities:** This report relates to the following priority(ies):  
ENVIRONMENT AND PUBLIC REALM - Protect the public

**Statutory / Policy Background:** Licensed drivers must be 'fit and proper persons' under sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976, and the Town Police Clauses Act 1847. Licences are issued subject to a number of conditions to promote public protection.

**Summary:**

This report asks for approval to introduce a mandatory course on the subject of safeguarding training for all Dual Drivers licensed by the Council.

**Financial Implications:**

There are no financial implications arising from this report as payment for future courses will be made to an external body by drivers/applicants.

By failing to implement safeguarding training for all drivers, the Council could be viewed as not undertaking all necessary measures for protecting the public.

**Risk Management Implications:**

Drivers could be unaware of the impact of CSE and unwittingly associated with an allegation. Any person who transports a child about whom they have concerns and who does not report it to the relevant authorities may be subject to a charge of trafficking.

**Environmental Implications:**

The proposal supports the creation of safer communities and helps to protect children and vulnerable people.

**Legal Implications:**

There are no additional Legal implications other than the existing need to comply with the Local Government (Miscellaneous Provisions) Act 1976, and the Town Police Clauses Act 1847 in ensuring that taxi drivers are 'fit and proper' persons.

**Equality and Diversity:**

There are no equality and diversity implications for this report

**Options:**

- (1) to agree the recommendations of the Special Licensing and Safety Committee held on 11 May 2017; or
- (2) to not agree the recommendations made by the Special Licensing and Safety Committee held on 11 May 2017.

**Recommendation:**

- (1) Council incorporate into its Taxi Licensing Policy the requirement that all Hackney Carriage and Private Hire Drivers licensed by the Council must attend a training course on the 'Safeguarding of Children and Vulnerable People' approved by the Council;
- (2) the course provided by Barnardo's covering awareness of Child Sexual Exploitation be the Safeguarding Course to be used at the present time;
- (3) refresher training at an interval of three years be mandatory; and
- (4) the authority ensures the course content remains relevant by approving the modification or amendment of the course content be delegated to the officer holding the position of Head of Environment and Public Realm.

**Reasons for Recommendation:**

In view of the growing awareness of the issue of CSE and the role of the taxi trade in helping to safeguard children against exploitation.

Cabinet - 26th June 2017

**Mandatory Safeguarding Training for Hackney Carriage and Private Hire Drivers**

**Report of the Licensing and Safety Committee**

**Recommendation**

- (1) Council incorporate into its Taxi Licensing Policy the requirement that all Hackney Carriage and Private Hire Drivers licensed by the Council must attend a training course on the 'Safeguarding of Children and Vulnerable People' approved by the Council;
- (2) the course provided by Barnardo's covering awareness of Child Sexual Exploitation be the Safeguarding Course to be used at the present time;
- (3) refresher training at an interval of three years be mandatory; and
- (4) the authority ensures the course content remains relevant by approving the modification or amendment of the course content be delegated to the officer holding the position of Head of Environment and Public Realm.

**1. INTRODUCTION**

The primary role of the licensing authority is the protection, safety and wellbeing of the public. Under sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976, the Council has a responsibility to ensure that all licensed drivers of private hire and hackney carriage vehicles are 'fit and proper persons'. In determining 'fit and proper' the Council takes into account, amongst other things, the applicant's previous criminal record (via the Disclosure and Barring Service) and driving record, (via the DVLA) which are disclosed with the applicant's consent as part of the licensing procedure.

Growing awareness of the issue of Child Sexual Exploitation (CSE) has identified the role the taxi trade may have in safeguarding children by recognising and reporting potential issues of concern. In addition, section 177 of the Policing and Crime Act 2017 introduces the protection of children and vulnerable adults as a specific responsibility of licensing authorities in relation to Taxi and Private Hire licensing.

While the Secretary of State has not yet published guidance in respect of this, it is reasonable to expect that future guidance will emphasise the need to ensure awareness and provide training for licensed drivers. Rugby Borough Council has been proactive in offering CSE awareness training to licensed drivers, and by

working in partnership with neighbouring licensing authorities a region-wide training course for drivers has been provided.

It should be noted that, whilst the focus has currently been on CSE, the Council's role in Safeguarding is not restricted to this issue alone and that growing awareness of other Safeguarding matters such as Dementia Awareness and the Safeguarding of Vulnerable Adults generally is likely to impact on the safeguarding training offered to licensed drivers in future. For this reason, the broader title of "Safeguarding" is used in this report and recommendation number 4 (above) provides for the post holder of Head of Environment and Public Realm to review the content of the Safeguarding course available and to implement changes as appropriate should these become necessary.

The Council has a duty to ensure that licensing application requirements are justified, and not unnecessarily costly in time or money. For this reason it must ensure that time and resources invested by drivers as part of their training is not limited to only one section of vulnerable people. Accordingly, due to these reasons, the broader title of "Safeguarding" is used in this report and Recommendation number 3 (above) provides for the post holder of Head of Environment and Public Realm to review the content of the Safeguarding course available and to implement changes as appropriate should these become necessary. This will enable the Council to ensure that it develops a level of awareness in licensed drivers that enables them to raise concerns in relation to vulnerable people generally.

## **2. BACKGROUND**

A number of recent and high profile cases relating to Child Sexual Exploitation (CSE) have been publicised, some of which have involved Hackney Carriage and Private Hire Drivers.

In a report of inspection of Rotherham Metropolitan Borough Council (RMBC) by Louise Casey CB dated February 2015 inspectors considered whether RMBC took and continued to take sufficient steps to ensure that only fit and proper persons were permitted to hold a taxi licence. Inspectors concluded that this was not the case and one of the issues picked up on was that communications between licensing, the police and children's safeguarding was not sufficient and that CSE had 'not been given the priority and visibility it required'. A full copy of the inspection report is available online to view at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/401119/46966\\_Rotherham\\_Report\\_PRINT.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/401119/46966_Rotherham_Report_PRINT.pdf).

The Rotherham report highlights that the safety of the public should be of the uppermost concern of any licensing and enforcement regime and that 'there is nowhere more important than in taxi licensing where sometimes vulnerable people are unaccompanied in a car with a stranger'.

The importance of this is highlighted by the recent Policing and Crime Act 2017 which states in section 177 (1) that 'The Secretary of State may issue guidance to public authorities as to how their licensing functions under taxi and private hire vehicle legislation may be exercised so as to protect children and individuals who are

18 or over from harm.’ It further states at section 177(4) that ‘Any public authority which has licensing functions under taxi and private hire vehicle legislation must have regard to any guidance issued under this section.’ A copy is attached at appendix 1.

Whilst there is good communication in Rugby between licensing and the Police, with some joint operations targeting taxis, the authorities cannot monitor all the time and it is essential that taxi drivers are trained to recognise the signs of CSE. If drivers can be trained to look for the signs of potential CSE and know where to report their concerns, they can help stop vulnerable persons being exploited.

During June 2016 a free course, run by Barnardo’s Child Sexual Exploitation Service was offered to drivers on a choice of two dates. A further course for those unable to attend in June was held in September. In total five free courses were offered to drivers.

The course covered

- Safeguarding children and vulnerable persons
- Legislation regarding human trafficking
- Making referrals
- Signposting to relevant agencies

Of the existing 256 licensed drivers in September 2016, 241 have attended the voluntary training courses (94%). Feedback from the drivers was has been overwhelmingly positive with 80% of the feedback sheets from the last session rating the course as either ‘good’ or ‘very good’.

The recommendation is that attending a Safeguarding Awareness Course is made a compulsory requirement for both new Dual Driver Hackney Carriage and Private Hire Drivers to be licensed and for all existing drivers to remain licensed. It is noted that within Warwickshire, all other authorities have now made CSE training compulsory.

Drivers were informed, when being invited to attend the course that a recommendation would be made to make this awareness training mandatory. This may explain the exceptionally high attendance on the voluntary course. As at the end of the last course on the 7<sup>th</sup> September, only 15 existing drivers have not attended the training. Since this time a further 27 drivers have been licensed at the date of writing this report (April 2017). This makes a total number of 44 drivers who have yet to attend the Safeguarding training offered by Barnardo’s into CSE Awareness. Should this recommendation to make training compulsory be followed, it is considered reasonable that these remaining drivers, and any drivers licensed during this interim, sit the awareness training within three months of the recommendation being adopted by Council, with all new applicants being required to attend training before their licence can be issued.

Future courses are currently being organised to take place bi-monthly, alternating between the North and South of the County. They are arranged by Warwickshire District Council coordinating with registered charity ‘Barnardo’s’, to hold a CSE awareness course every couple of months to be held at either Warwick or Nuneaton alternately. The course is open to applicants from all the Warwickshire authorities, with applicants booking direct through Warwick District Council.

The cost of the course is currently £15 per driver, however, it is expected that the cost will be the subject of review in the normal course of the business of providing the training by the relevant authority.

The advantages of this collaboration between authorities is that it provides a regular schedule of dates for courses, the courses are provided at no financial cost to Rugby Borough Council and the frequency of courses ensures a reasonable timescale for attendance for new applicants.

It is proposed that any existing driver who fails to attend the course within the period given shall be referred to Licensing and Safety Committee in order to explain the reason for their failure to attend.

### **3. CONCLUSION**

Cabinet is asked to consider the recommendation that the Council incorporates into its Taxi Licensing Policy the requirement that all Hackney Carriage and Private Hire Drivers licensed by the Council must attend a training course on the 'Safeguarding of Children and Vulnerable People' approved by the Council. Cabinet is also asked to consider the further recommendations that this course should, at present, be the CSE awareness course offered by Barnardos, with mandatory refresher training at three year intervals.

Cabinet is also asked to consider giving the Head of Environment and Public Realm the authority to reconsider the provider of, and content of, Safeguarding training in the light of any subsequent developments in this field.



Name of Meeting:  
Cabinet

Date of Meeting:  
26th June 2017

Subject Matter:  
Mandatory Safeguarding Training for Hackney Carriage and Private Hire Drivers

Originating Department:  
Environment and Public Realm

177

**Licensing functions under taxi and PHV legislation: protection of children and vulnerable adults**

- (1) The Secretary of State may issue guidance to public authorities as to how their licensing functions under taxi and private hire vehicle legislation may be exercised so as to protect children, and vulnerable individuals who are 18 or over, from harm.
- (2) The Secretary of State may revise any guidance issued under this section.
- (3) The Secretary of State must arrange for any guidance issued under this section, and any revision of it, to be published.
- (4) Any public authority which has licensing functions under taxi and private hire vehicle legislation must have regard to any guidance issued under this section.
- (5) Before issuing guidance under this section, the Secretary of State must consult—
  - (a) the National Police Chiefs' Council,
  - (b) persons who appear to the Secretary of State to represent the interests of public authorities who are required to have regard to the guidance,
  - (c) persons who appear to the Secretary of State to represent the interests of those whose livelihood is affected by the exercise of the licensing functions to which the guidance relates, and
  - (d) such other persons as the Secretary of State considers appropriate.
- (6) In this section, "taxi and private hire vehicle legislation" means—
  - (a) the London Hackney Carriages Act 1843;
  - (b) sections 37 to 68 of the Town Police Clauses Act 1847;
  - (c) the Metropolitan Public Carriage Act 1869;
  - (d) Part 2 of the Local Government (Miscellaneous Provisions) Act 1976;
  - (e) the Private Hire Vehicles (London) Act 1998;
  - (f) the Plymouth City Council Act 1975 (c xx).

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